



*StyleEase for Chicago
and Turabian Style*

User's Guide



Table of Contents

Getting Started	1
Enabling StyleEase	2
Trusting Our Certificate in Word 2003 or Earlier Versions	2
Trusting Our Certificate in Word 2007/2010	3
Change Word 2007/2010's Macro Setting	3
Trust the StyleEase Digital Certificate	3
Creating a New Document	4
Using StyleEase Commands	6
Entering Document Content	7
Citing References	9
Changing Page Headers and Numbering	14
Preparing and Printing Documents	15
Using StyleEase	1
Enabling StyleEase	1
Trusting Our Certificate in Word 2003 or Earlier Versions	2
Trusting Our Certificate in Word 2007/2010	2
Change Word 2007/2010's Macro Setting	2
Trust the StyleEase Digital Certificate	3
Creating StyleEase Documents	4
Chicago Citation Styles	6
Basic Document Types	6
Document Setup Options	7
Using the StyleEase Commands	8
The StyleEase Commands	10
Formatting Existing Documents	11
Reformatting and Reference Entries	12
Editing Title Pages	12
Entering Content	14
Text Formatting with StyleEase Styles	14
The StyleEase Text Styles	16
Adding Special Pages and Sections	17

Adding Special Lists	19
Inserting Figures	20
Inserting Tables	22
Adding Captions	23
Useful Word Options and Tips	25

Citing References **27**

Selecting the Reference Type	28
Using Reference Entry Screens.	29
Reference Entry Screen Components	29
Entering Online Access Information.	30
Color Coding	32
Navigating in Reference Entry Features	32
Field Help and Sample Text.	33
Previewing Your Entry	33
Checking Entry Completeness.	34
Creating In-text Citations	35
Using the References Database	35
Browsing the Database	35
Citing a Reference from the Database	37
Modifying a Database Entry	38
Deleting a Database Entry	39

Fine-tuning Document Appearance **40**

Changing Page Headers and Numbering	40
Updating Your Document for Printing.	42
Changing Style Definitions.	43
Making Block Quotes Single-Spaced	44
Making References Single-Spaced.	47
Changing the Document Font	48
Editing StyleEase Title Pages	49
Creating a Second References Section.	49

Backup and Organization of Database Files **51**

About Database Files	52
Accessing Database File Commands.	52
Opening an Existing Database	54
Creating a New Database	55
Copying or Backing Up a Database.	55
Printing the Database	56





SECTION 1 • *Getting Started*

This section introduces you to *StyleEase*, and quickly gets you started using its basic features. After reading this section, you'll be able to create and edit *StyleEase* documents effectively, and you'll know where to find help with more advanced features of our products.

*StyleEase** is a software product packaged into a Microsoft Word template. You can create documents based on this template and then use all of the product's features for delivering papers, theses, and dissertations in Chicago Style (based on the guidelines in the 6th Edition of the *Manual of the American Psychological Association*).

StyleEase simplifies many aspects of document creation and editing, including page layout (numbering and headers/footers), text formatting, citing references, adding and deleting special pages, and management of special lists like the Table of Contents and List of Figures.

We recommend that you orient yourself with *StyleEase* by spending an hour or so familiarizing yourself with the topics in this section:

- Enabling *StyleEase*
- Creating a New Document
- Entering Document Content
- Citing References
- Changing Page Headers and Numbering
- Preparing and Printing Documents

**StyleEase* is an independently developed product and has not been endorsed by the University of Chicago. *StyleEase* Software, LLC is not affiliated with the University of Chicago. *StyleEase* is not intended to function as a substitute for the *Chicago Manual of Style* or *Turabian's Manual for Writers of Term Papers, Theses and Dissertations*.

®*StyleEase* is a registered trademark of *StyleEase* Software, LLC.

®Microsoft Word is a registered trademark of Microsoft Corporation.

Enabling StyleEase

Whenever you open a *StyleEase* document, Microsoft Word detects that the document contains macros (the *StyleEase* software), and determines if it's safe to allow that software to run. *StyleEase* signs its software with a digital certificate from Thawte; such certificates are issued only after Thawte verifies the identity and validity of the signer.

If you tell Word to trust our certificate, then *StyleEase* can run without intervention; otherwise, Word needs to ask you about our safety each time it opens a document.

Different versions of Word use different methods to allow you to trust our certificate:

Trusting Our Certificate in Word 2003 or Earlier Versions

Word displays a security warning when you first create a *StyleEase* document, as shown in Figure 1-1.

Figure 1-1: Trusting the StyleEase Certificate in Word 2003



Select the *Always trust macros from this publisher* box, and then click *Enable Macros*.

Trusting Our Certificate in Word 2007/2010

You must enable our macros to use *StyleEase*. We recommend that you set Word 2007/2010's security settings to only enable macros that have been digitally signed, and to then trust our certificate. You need to follow these steps:

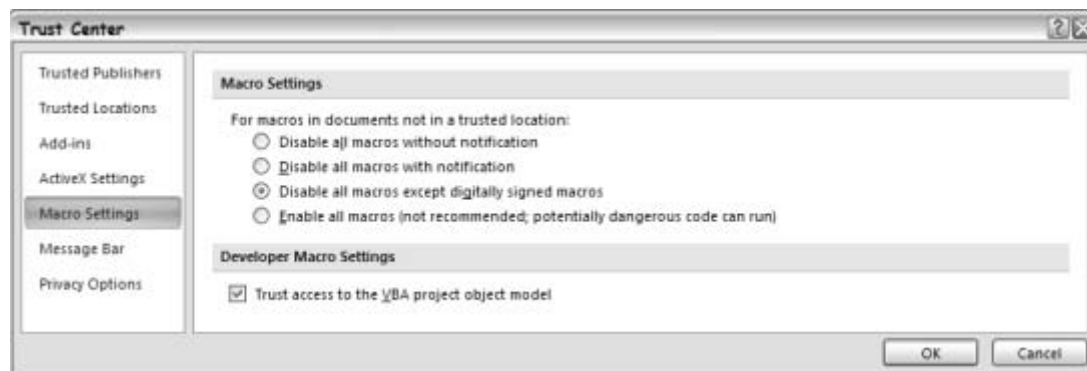
1. Change Word 2007/2010's Macro Setting to *Disable all macros except digitally signed macros*.
2. Create a new *StyleEase* document from the Windows *Start Menu*.
3. Trust the *StyleEase* Digital Certificate.

You only need to perform these steps one time on your computer; thereafter, Word will automatically allow any *StyleEase* documents to run without requiring extra steps.

Change Word 2007/2010's Macro Setting

1. Click the *Office button* in the top-left corner of a Word 2007/2010 document window.
2. Click the *Word Options* button at the bottom of that screen.
3. Click *Trust Center* and then click *Trust Center Settings*.
4. Select the option to *Disable all macros except digitally signed macros*, as shown in Figure 1-2.

Figure 1-2: Changing the macro settings in Word 2007/2010

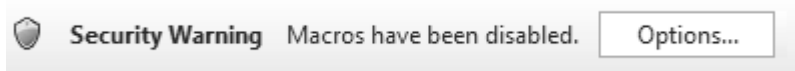


5. Click *OK* to save this change.

Trust the StyleEase Digital Certificate

When you first create a *StyleEase* document after you've changed the macro settings, Word will initially disable the macros and display both a message screen and a Security warning, which is shown in Figure 1-3.

Figure 1-3: The Word 2007/2010 security warning



To allow StyleEase to run, follow these steps:

1. Close the message screen.
2. Click the *Options* button in the security warning. Word displays the security options screen shown in Figure 1-4.

Figure 1-4: The Word 2007/2010 security options screen



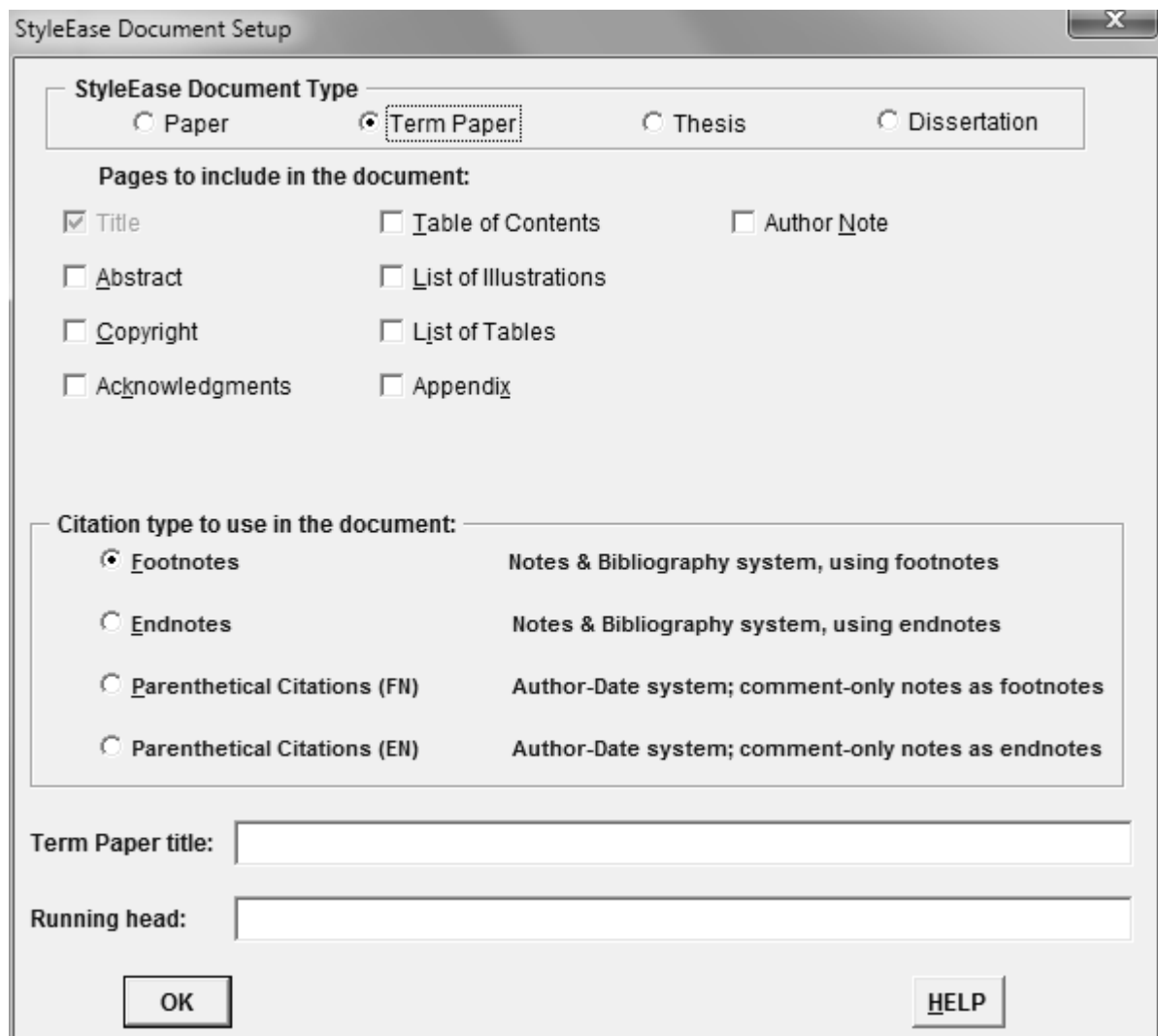
3. Select the *Trust all document from this publisher* and click OK. Thereafter all documents signed with our certificate will be trusted by Word 2007/2010.

Creating a New Document

To create a new *StyleEase* document:

- a. Click the Windows *Start* button, then click *All Programs*, and then click *StyleEase*.
- b. Click *CHI Style Document*.
- c. Select options for your document in the *StyleEase Document Setup* screen, as shown in Figure 1-5.

Figure 1-5: The Document Setup screen



The Creating StyleEase Documents topic provides additional information about creating new documents and the different kinds of citation types, and the Basic Document Types topic describes each of the document types you can create with *StyleEase*.

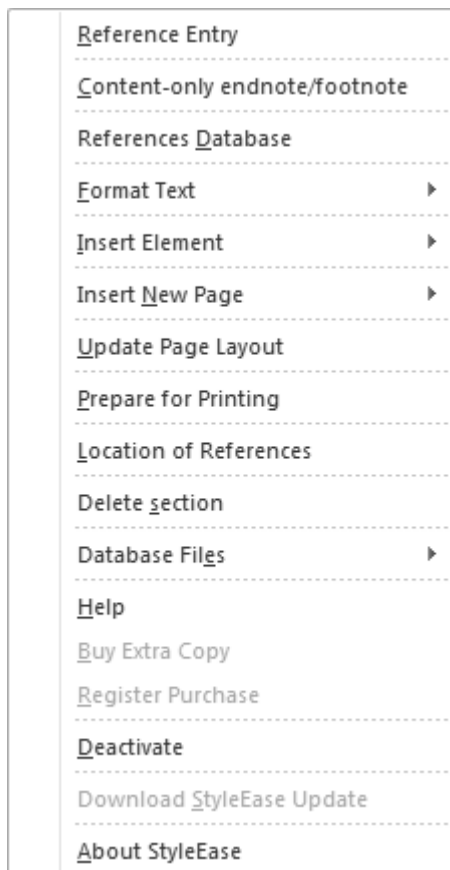
Using StyleEase Commands

You access the features of *StyleEase* by selecting commands from the *StyleEase* menu (in Word 2003 and earlier) or from the *StyleEase* ribbon tab (in Word 2007/2010). See Using the StyleEase Commands for more information about each command.

The StyleEase Menu for Word 2003 and Earlier Versions

The *StyleEase* menu, shown in Figure 1-6, appears on the right side of Word's menu bar, and contains a number of commands and several submenus, which are indicated by a small right-arrow in the menu itself. To use a *StyleEase* command, simply click the menu choice, or click the right-arrow to reveal the submenu, and then click a command in the submenu.

Figure 1-6: The StyleEase Menu

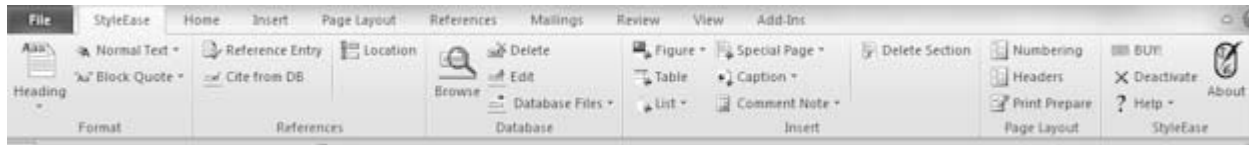


The StyleEase Ribbon Tab for Word 2007/2010

The *StyleEase* ribbon tab, shown in Figure 1-7, also presents a number of command and drop-down lists, which are organized into sections (groups) for easier access. To use a

StyleEase command, simply click the item in the ribbon tab, or click the down-arrow to reveal the drop-down list and then click an item in the list.

Figure 1-7: The StyleEase Ribbon Tab



Entering Document Content

The heart of working with *StyleEase* is in entering your document's content: the text of your paper, the figures and tables you want to include, and any special pages (such as an abstract or appendix) or lists (such as a table of contents) that you need.

Entering text and applying styles

StyleEase defines styles in Word that automate the formatting of your document; each style is defined in accordance with the Chicago/Turabian style guidelines, and each specifies the spacing, margins, font, and other paragraph attributes.

In most cases, you simply type and *StyleEase* applies the correct formatting. If you need to change the style of a paragraph — for example, to create a new heading in your document — you *apply a style*. Note that you can apply a style and thus reformat a paragraph whenever you want.

In Word 2003 or earlier, apply a style by selecting a style name from *StyleEase's Format Text* submenu. In Word 2007/2010, apply a style by selecting a style name from one of the drop-down lists in the *Format* section of the *StyleEase* ribbon tab.

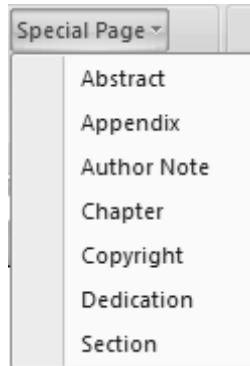
For more information about using our styles, see the Text Formatting with *StyleEase* Styles topic.

Adding Pages and Lists

When you create a new *StyleEase* document, you can specify that you want to include certain special sections, such as an abstract page, an appendix, or a table of contents, as described in the Creating a New Document topic. You can also add these sections (special pages or lists) while working on your documents.

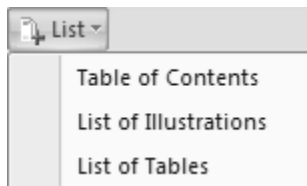
To add a page such as an abstract or appendix, click the *Insert New Page* submenu in the *StyleEase* menu or click the *Special Pages* drop-down in the *StyleEase* ribbon tab. Then select the type of page you want to insert. Figure 1-8 shows selecting a new page to insert in Word 2007/2010.

Figure 1-8: Inserting a New Special Page



To add a special list such as a Table of Contents or List of Figures, click the *Insert Element* submenu in the *StyleEase* menu or click the *List* drop-down in the *StyleEase* ribbon tab. Then select the type of special list you want to insert.

Figure 1-9: Inserting a New Special List



Note that you can also delete special pages and lists from your document at any time by using the *Delete Section* command in the *StyleEase* menu or ribbon tab.

Adding Figures and Tables

If you need to insert a figure (a graphic image) or a table into your document, *StyleEase* provides commands to simplify and automate the process.

To insert a figure, click the *StyleEase Insert Element* submenu and then select the *Figure with caption* command; in Word 2007/2010, click the *Figure* item in the *StyleEase* ribbon tab. You are guided through browsing to the image on your computer, and then specifying a caption for the figure. If your document includes a List of Figures page, that list is automatically updated for the new figure. For more information about inserting figures, see the Inserting Figures topic.

To insert a table, click the *StyleEase Insert Element* submenu and then select the *Table with caption* command; in Word 2007/2010, click the *Table* item in the *StyleEase* ribbon tab.

You are guided through specifying the layout of the table, and then specifying its caption. If your document includes a List of Tables page, that list is automatically updated for the new table. For more information about inserting figures, see Inserting Tables.

Citing References

One of the most difficult tasks you face in working with academic documents is citing references. *StyleEase* simplifies and automates this by providing a menu of reference types. After you select the type of reference you want to insert, *StyleEase* asks you for the information required to properly cite the reference. *StyleEase* then:

- correctly formats the reference
- inserts it into your Bibliography or References list
- adds a citation to your document; in Chicago Style, this can be a footnote, an endnote, or a parenthetical citation in the body of your paper
- adds the reference to your database, so that you can use it again without having to enter any information

Creating References Manually

To create a new reference entry, start by selecting a reference type from either our *Reference Entry* menu:

- In Word 2007/2010, click *Reference Entry* in the *References* section of the *StyleEase* ribbon tab, and then select the type of reference you want to create from the displayed menu.
- In Word 2003 or earlier versions, click *Reference Entry* in the *StyleEase* menu, and then select the type of reference you want to create from the displayed menu.

The menu of references types is shown in Figure 1-10.

Figure 1-10: Selecting a reference type

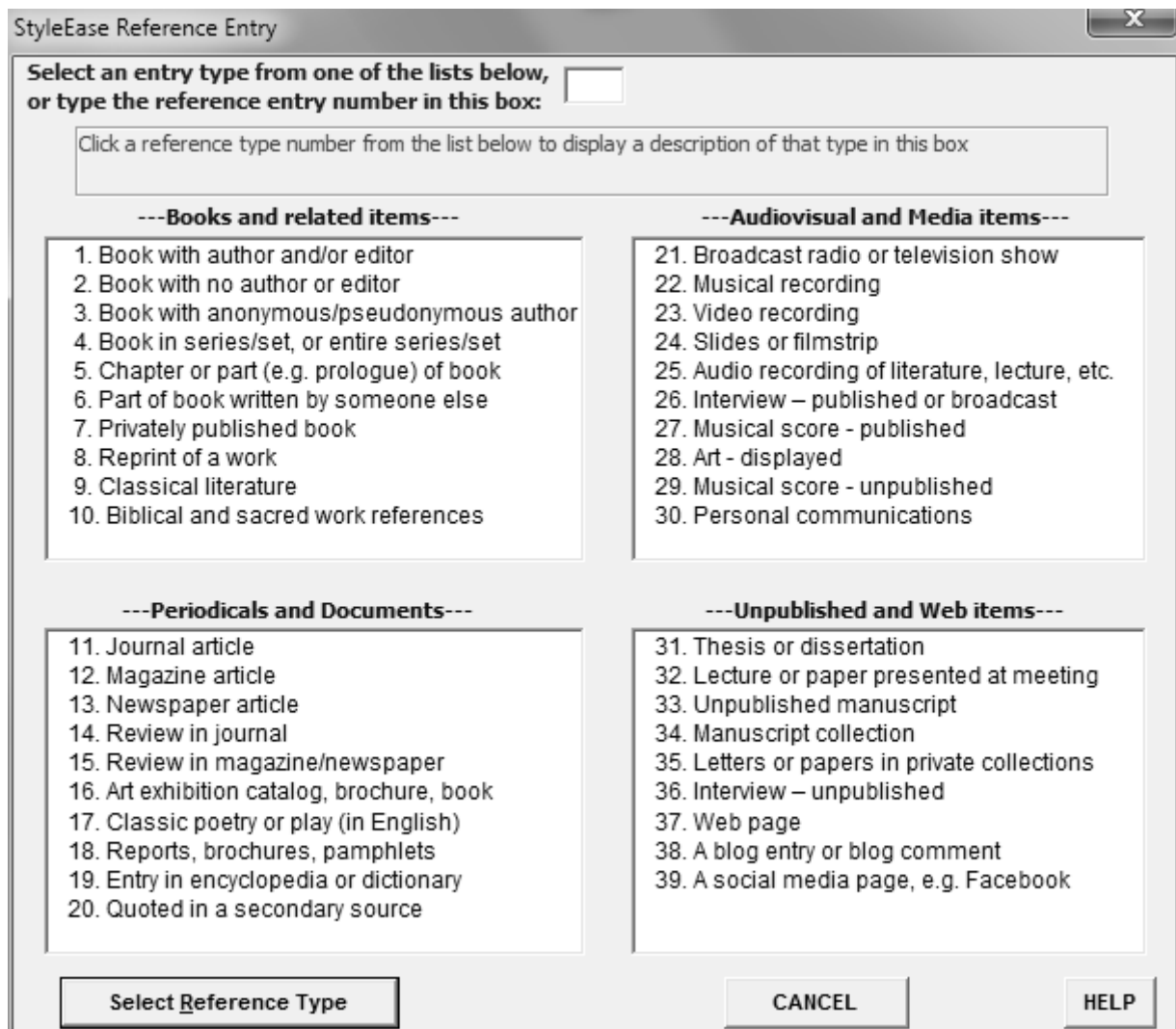


Figure 1-11: Selecting an online reference type

To select a reference type:

- Click a reference-type name (such as *Web page*) to see a brief description near the top of the menu.
- Select a reference type by clicking it or by entering its number in the blue box at the top of the screen, and then click the *Select Reference Type* button to display the screen you use to create a new reference entry.

StyleEase displays a screen in which you enter information for the reference, like the one shown in Figure 1-12.

Figure 1-12: A reference entry information screen

StyleEase Reference Entry

Add reference: 1. Book with author and/or editor

Title: The joy of drumming

Author(s): John Doe Not a Person

Editor(s): Jane Docent

Translated Title: [Ex: The broken family]

Translator: [Ex: James Doe -or- James Doe, Emily Hall, Lee Brill]

Enter translator(s) here in last name, initials form, as :

Edition Number: [Ex: 4 -or- rev -or- reprint.] Edition Notes: [Ex: Reprinted with notes by Geo]

Publication Year: 2002 City: New York

Publisher: SomePub

Comments: [Ex: Anything you want added to end of the not or bibliography entry.]

Online/Database Access Info Click this button to use the Online/Database Access screen to enter or edit online or database access information for the source you are citing.

Your Bibliography Entry:

Doe, John. *The joy of drumming*. Edited by Jane Docent. New York: Somepub, 2002.

Show End/Footnote Entry

Insert Reference Go Back CANCEL HELP

Note that *StyleEase* color codes required (red) and optional (blue) fields in each reference information screen. If you forget to enter a value for a field that is required to create a correctly-formatted reference, *StyleEase* warns you and gives you an opportunity to add the information.

As you can see, *StyleEase* displays the reference and citation that it will insert into your paper. Note that text shown bracketed by `<I>` and `</I>` will be italicized in your references section. After you have filled in the fields for your reference, click the Insert Reference button. *StyleEase* then:

- adds the reference to your Works Cited or Bibliography section
- either adds a parenthetical citation in your paper, at the location that you were typing before creating the reference (if you're using Author-Date format) or adds an endnote or footnote to your paper (if you're using Notes-Bibliography format)

- stores the reference and citation information in your references database, so you can easily reuse or edit it for use in any of your *StyleEase* papers

For more information about creating references, see *Citing References*.

Citing References from the Database

StyleEase stores all of your references in a database that makes it simple to reuse the reference, in either the same document or a different document. You can cite an entry by simply clicking it in the database listing; you can also edit an entry before inserting it from the database.

You can display the database browser, shown in Figure 1-13, by clicking *References Database* in the *StyleEase* menu or the *Browse* button in the *Database* section of the *StyleEase* ribbon tab. Or click *Cite from DB* in the *StyleEase* ribbon tab.

Figure 1-13: The database browser



You click a database entry in the top half of the window, and then click one of the command buttons; which command buttons are displayed depends on what citation format is being used in your paper:

- If you're working in a Chicago Notes/Bib format paper, you can click Insert Note+Bib Entry to enter a footnote or endnote for the entry in your paper, and to add a bibliography entry in your paper.
- If you're working in a Chicago Author/Date format paper, click *Cite/Insert Reference* to add the entry to your Works Cited list, and to include a parenthetical citation to it in the body of your paper. Or click *Insert Reference Only* to add the entry to your Works Cited list without including a parenthetical citation.

- Click *Edit Reference* to make changes in the database entry, which you can then add to your paper.
- Click *Delete Reference* to remove an entry from the database.

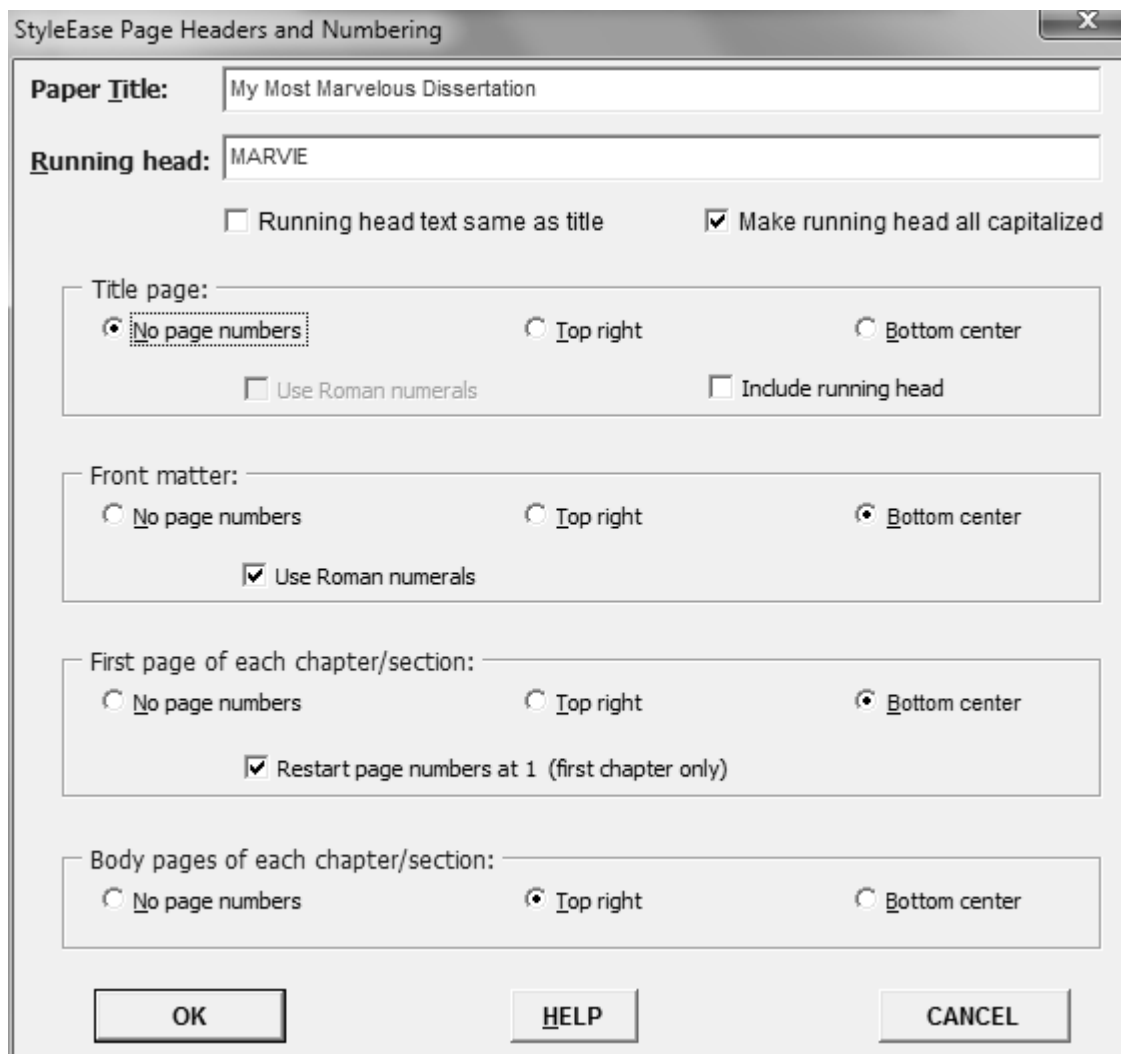
The Using the References Database topic provides a more thorough guide to using the *StyleEase* references database.

Changing Page Headers and Numbering

The page layout of your document — its working title, how the pages are numbered, and the running header that appears on each page — is set up for you by *StyleEase* when you create a new document. You can customize the appearance of your document by modifying these layout characteristics at any time.

To change the layout of your pages, click *Update Page Layout* in the *StyleEase* menu, or click either *Numbering* or *Headers* in the *Page Layout* section of the *StyleEase* ribbon tab. Then select the options you want and click *OK*.

Figure 1-14: Modifying page headers and numbering



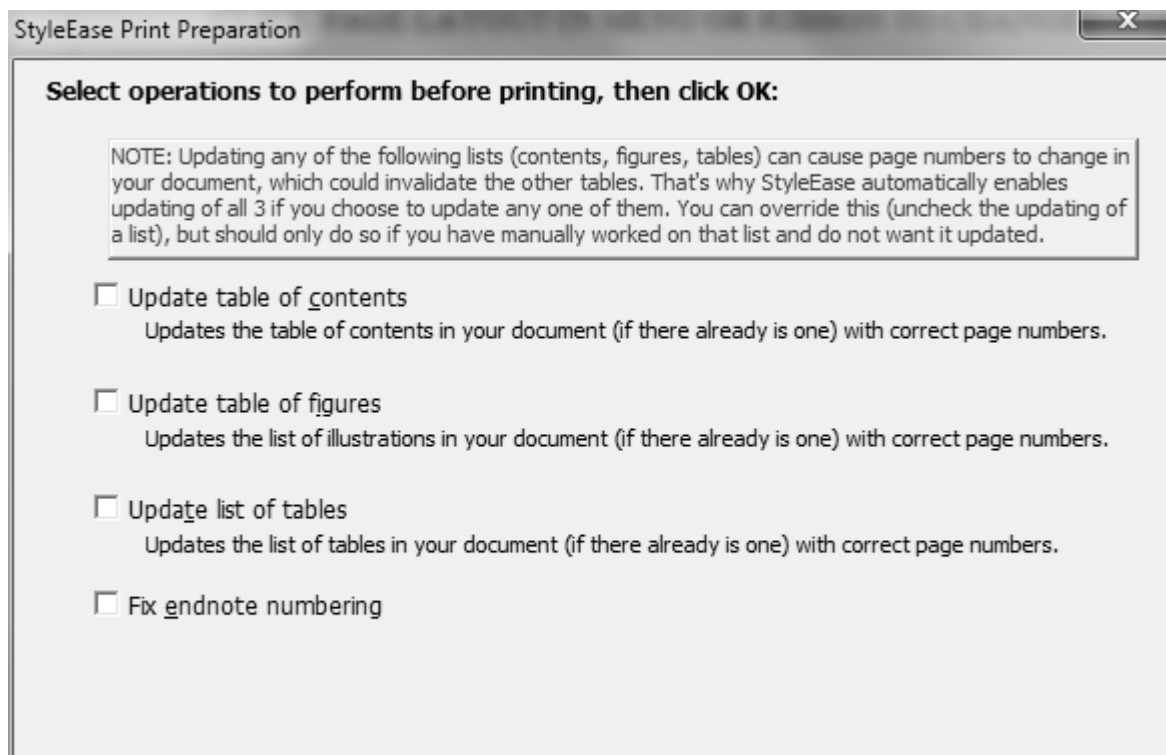
The Changing Page Headers and Numbering topic provide detailed information about the page layout options.

Preparing and Printing Documents

When you're ready to print your document, it's a good idea to use the *StyleEase* print preparation feature to make sure that all of your special lists have the correct page numbering.

Click *Prepare for Printing* in the *StyleEase* menu or click *Print Prepare* on the *StyleEase* ribbon tab to display the *Print Preparation* screen, which is shown in Figure 1-15. Select the updates that you want to perform before printing, and then click *OK*.

Figure 1-15: Preparing for printing



For more information, see the [Updating Your Document for Printing](#) topic.



SECTION 2 •

Using StyleEase

This section describes how to use the basic functionality of *StyleEase*, in the following topics:

- Enabling *StyleEase* shows you how to allow access to *StyleEase's* functionality in your Word documents.
- Creating *StyleEase* Documents provides information about the *StyleEase Document Setup* screen, with which you specify the initial appearance and contents of new *StyleEase* documents.
- Using the *StyleEase* Commands explains how to use the *StyleEase* menu or ribbon tab to access all of our commands.
- Formatting Existing Documents explains how to convert an existing document into a document that can take advantage of *StyleEase's* capabilities.
- Editing Title Pages tells you how to customize the title pages that *StyleEase* can use with your documents.

Enabling StyleEase

Whenever you open a *StyleEase* document, Microsoft Word detects that the document contains macros (the *StyleEase* software), and determines if it's safe to allow that software to run. *StyleEase* signs its software with a digital certificate from Thawte; such certificates are issued only after Thawte verifies the identity and validity of the signer.

If you tell Word to trust our certificate, then *StyleEase* can run without intervention; otherwise, Word needs to ask you about our safety each time it opens a document.

Different versions of Word use different methods to allow you to trust our certificate:

Trusting Our Certificate in Word 2003 or Earlier Versions

Word displays a security warning when you first create a *StyleEase* document, as shown in Figure 2-1.

Figure 2-1: Trusting the StyleEase Certificate in Word 2003



Select the *Always trust macros from this publisher* box, and then click *Enable Macros*.

Trusting Our Certificate in Word 2007/2010

You must enable our macros to use StyleEase. We recommend that you set Word 2007/2010's security settings to only enable macros that have been digitally signed, and to then trust our certificate. You need to follow these steps:

1. Change Word 2007/2010's Macro Setting to *Disable all macros except digitally signed macros*.
2. Create a new StyleEase document from the Windows *Start Menu*.
3. Trust the StyleEase Digital Certificate.

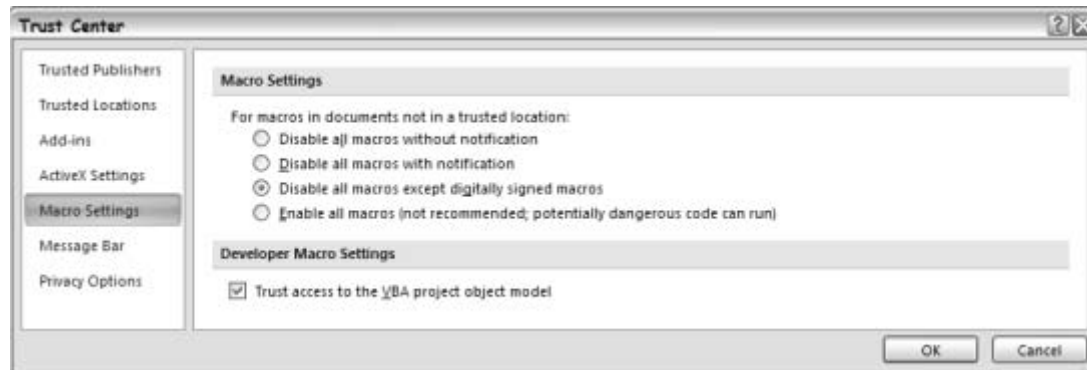
You only need to perform these steps one time on your computer; thereafter, Word will automatically allow any StyleEase documents to run without requiring extra steps.

Change Word 2007/2010's Macro Setting

1. Click the *Office button* in the top-left corner of a Word 2007/2010 document window.

2. Click the *Word Options* button at the bottom of that screen.
3. Click *Trust Center* and then click *Trust Center Settings*.
4. Select the option to *Disable all macros except digitally signed macros*, as shown in Figure 2-2.

Figure 2-2: Changing the macro settings in Word 2007/2010

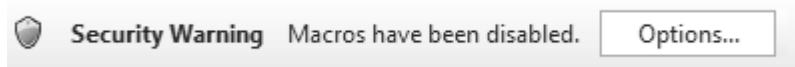


5. Click *OK* to save this change.

Trust the StyleEase Digital Certificate

When you first create a StyleEase document after you've changed the macro settings, Word will initially disable the macros and display both a message screen and a Security warning, which is shown in Figure 2-3.

Figure 2-3: The Word 2007/2010 security warning



To allow StyleEase to run, follow these steps:

1. Close the message screen.
2. Click the *Options* button in the security warning. Word displays the security options screen shown in Figure 2-4.

Figure 2-4: The Word 2007/2010 security options screen



3. Select the *Trust all document from this publisher* and click OK. Thereafter all documents signed with our certificate will be trusted by Word 2007/2010.

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 *Enabling StyleEase*.

To create a new *StyleEase* document:

- a. Click the Windows *Start* button, then *All Programs*, and then click *StyleEase*.
- b. Click *CHI Style Document*.
- c. Select options for your document in the *StyleEase Document Setup* screen, as shown in Figure 2-5.

Figure 2-5: The Document Setup screen

StyleEase Document Setup

StyleEase Document Type

Paper Term Paper Thesis Dissertation

Pages to include in the document:

Title Table of Contents Author Note

Abstract List of Illustrations

Copyright List of Tables

Acknowledgments Appendix

Citation type to use in the document:

Footnotes Notes & Bibliography system, using footnotes

Endnotes Notes & Bibliography system, using endnotes

Parenthetical Citations (FN) Author-Date system; comment-only notes as footnotes

Parenthetical Citations (EN) Author-Date system; comment-only notes as endnotes

Term Paper title:

Running head:

OK HELP

You should first choose which type of document you want to create and select which pages to include, then select the citation type your paper will use, and finally, type in the title and running head you want to appear in your document.

Note: Your paper can only use one citation type, which is configured when you click the OK button in this screen. Page numbers, titles, and running heads can all be added, deleted, or modified at any time.

Chicago Style allows writers to use footnotes or endnotes along with a bibliography (Notes/Bib format), or to use parenthetical citations along with a references list (Author/Date format). Your instructor has almost certainly specified which format you need to use.

You can read more about the different StyleEase document types in the Basic Document Types topic, and you can read more about the document setup options and fields in the Document Setup Options topic.

Chicago Citation Styles

Depending on the school, institution, or professor for whom you are writing your paper, you'll need to use one of the two citation styles that the Chicago Manual of Style specifies. Both citation styles add a bibliography entry with publishing information about the source and a citation that allows the reader to link the material to the bibliography entry.

- In *Notes-Bibliography citation style*, a footnote is added at the bottom of the page or an endnote is added in the End Notes list at the end of your paper. These notes can include specific location information (such as page numbers) that is not included in the bibliography entry.
- In *Author-Date citation style*, a parenthetical citation is inserted into your paper, and a bibliography entry is added to your Works Cited list. The parenthetical citation typically contains the last name of the author of the source, and the publication year of the source material. And the bibliography entry typically starts with the author's name and publication year, so that the reader can easily link the citation to a bibliography entry.

Basic Document Types

You can create *StyleEase* document in four variations, which are shown in 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

StyleEase document type	Purpose	Sections included by default
<i>ChicagoPaper</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>ChicagoTerm Paper</i>	To write a term paper.	<ul style="list-style-type: none">• Title page• Body of paper• References

Table 2-1: StyleEase basic document types

<i>ChicagoThesis</i>	To write a master’s thesis.	<ul style="list-style-type: none"> • Title page • Table of contents • Body of paper • References
<i>ChicagoDissertation</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 in The Document Setup screen. You can also add or delete pages while you’re editing your document, as described in the Adding Special Pages and Sections and Adding Special Lists topics.

Document Setup Options

The Document Setup screen contains 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 2-5 describes these options.

Table 2-2:

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 Basic Document Types 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>

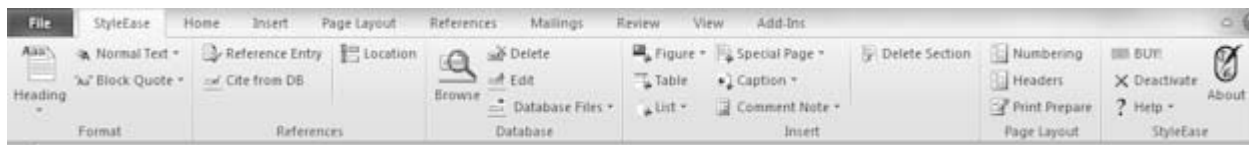
Using the StyleEase Commands

You access the *StyleEase* software by clicking commands in the *StyleEase* menu (for Word 2003 or earlier versions) or in the *StyleEase* ribbon tab (for Word 2007/2010). These commands automate and simplify the writing of your documents.

The Word 2007/2010 StyleEase Ribbon Tab

The *StyleEase* ribbon tab, shown in Figure 2-6, also presents a number of command and drop-down lists, which are organized into sections (groups) for easier access. To use a *StyleEase* command, simply click the item in the ribbon tab, or click the down-arrow to reveal the drop-down list and then click an item.

Figure 2-6: The StyleEase Ribbon Tab

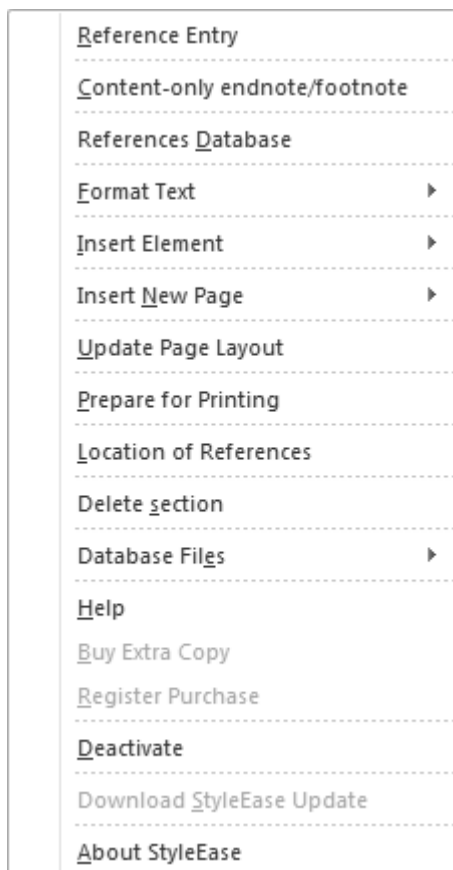


For more information about each *StyleEase* commands, see [The StyleEase Commands](#).

The StyleEase Menu

The *StyleEase* menu, shown in Figure 2-7, appears on the right side of Word's menu bar, and contains a number of commands and several submenus, which are indicated by a small right-arrow in the menu itself. To use a *StyleEase* command, simply click the menu choice, or click the right-arrow to reveal the submenu, and click a command in the submenu.

Figure 2-7: The StyleEase menu



For information about each command, see The StyleEase Commands.

The StyleEase Commands

Table 2-3 summarizes the *StyleEase* commands. The *Menu Command* column displays the commands in the menu used for Word 2003 and earlier, and the *Ribbon Tab* columns show the location and name of the same commands in the Word 2007/2010 ribbon tab.

Table 2-3: Accessing the StyleEase Commands

Early Word Version	Word 2007/2010 Ribbon Tab		
Menu Command	Section	Command	Description
<i>Reference Entry</i>	References	<i>Reference Entry</i> <i>Cite from DB</i> <i>Comment Note</i>	Displays the <i>StyleEase Reference Entry</i> menu. Allows you to select an entry from your database and add it to your paper For entering comment-only notes
<i>References Database</i>	Database References	<i>Browse</i> <i>Edit</i> <i>Delete</i> <i>Cite</i>	Provides access to the <i>StyleEase</i> database interface, which is described in Using the References Database.
<i>Format Text</i>	Format	<i>Heading</i> <i>Normal Text</i> <i>Block Quote</i>	Displays a list of the formatting styles that you can apply to the text in your paper with a single click. For more information, see Text Formatting with StyleEase Styles.
<i>Insert Element</i>	Insert	<i>Figure</i> <i>Table</i> <i>List</i> <i>Captions</i>	Displays commands for inserting elements such as figures, tables, and lists (e.g. tables of contents and figures). For more information, see <ul style="list-style-type: none"> • Inserting Figures • Inserting Tables • Adding Special Lists • Adding Captions
<i>Insert New Page</i>	Insert	<i>Special Page</i>	Displays a list of pages/sections that you can add to your document. For more information, see Adding Special Pages and Sections.
<i>Update Page Layout</i>	Page Layout	<i>Numbering Headers</i>	Displays the <i>StyleEase Page Layout</i> screen, in which you can modify the title, running headers, and page number style and placement in your documents. For more information, see Changing Page Headers and Numbering.

Table 2-3: Accessing the StyleEase Commands (continued)

Early Word Version	Word 2007/2010 Ribbon Tab		
Menu Command	Section	Command	Description
<i>Prepare for Printing</i>	Page Layout	<i>Print Prepare</i>	Displays the <i>StyleEase Print Preparation</i> screen, which you can use to update numbering, lists, and references in your document. For more information, see <i>Updating Your Document for Printing</i> .
<i>Location of References</i>	References	<i>Location</i>	Allows you to change the location in which your references are inserted. You can use this, for example, if you need a Bibliography section in addition to a References section. For more information, see <i>Creating a Second References Section</i> .
<i>Delete Section</i>	Insert	<i>Delete Section</i>	Allows you to delete an entire section of your document with one click.
<i>Database Files</i>	Database	<i>Files</i>	Displays the <i>Database Files</i> commands, which you can use to work with <i>StyleEase</i> database files. For more information, see <i>Backup and Organization of Database Files</i> .
<i>Help</i>	StyleEase	<i>Help</i>	Displays the <i>StyleEase</i> help system.
<i>About StyleEase</i>	StyleEase	<i>About Updates</i>	Displays version and date information for your <i>StyleEase</i> software, and provides a link for checking for new updates.

Formatting Existing Documents

You can retrofit existing papers for use with *StyleEase* by creating a new *StyleEase* document and pasting the content of the existing document into the new document. Here's how:

- Create a new *StyleEase* document and make sure that it includes all of the sections included in the paper you're reformatting. For example, if your paper includes an abstract and two appendixes, tell *StyleEase* to create a new document that also includes those sections.
- Also open the existing paper in Word.
- For each section in the paper (e.g. the abstract, a chapter, or the main body):

- copy the content from the existing paper by selecting the content and pressing CTRL-C on your keyboard
- paste it into the corresponding section of your *StyleEase* paper by pressing CTRL-V on your keyboard
- Go through the new *StyleEase* document and apply styles as required to format your document, as described in Text Formatting with StyleEase Styles.

Note that *StyleEase* cannot capture reference entry information from an existing paper and add entries to your database. For more information about this, see Reformatting and Reference Entries.

Reformatting and Reference Entries

When you reformat an existing document with *StyleEase* you are assured that your paragraphs and pages are properly formatted; however, the reformatting process cannot capture complete information about references that were in the old paper. Specifically, *StyleEase* cannot:

- verify that an old reference entry contains all the information it should
- verify that the information in an old reference entry is correctly formatted
- add the old reference entry to your *StyleEase* references database

If you apply the *Reference Entry* style to a reference from your old paper, *StyleEase* makes sure that the paragraph itself is correctly formatted, with proper indentation and spacing; however, it cannot reformat the content of that paragraph.

Editing Title Pages

Each of the four basic *StyleEase* document types (paper, term paper, thesis, and dissertation) has a title page associated with it. If your institution requires a title page format that differs from the default, you can alter the title pages that *StyleEase* uses.

The page associated with each document type is stored in a specific Word file, so to change it, you edit that file with Word. Table 2-4 shows the file name for each title page.

Table 2-4: Title page file names

Document Type	File Name
Term Paper	CHITermPaperTitle.doc
Paper	CHIPaperTitle.doc
Thesis	CHIThesisTitle.doc
Dissertation	CHIDissertTitle.doc

The title page files are located in the `TitlePages` folder inside the folder where *StyleEase* was installed on your computer:

- on Windows XP computers: `C:\Program Files\StyleEase\TitlePages`.
- on Windows Vista and Windows 7 computers: `Users\Public\Public Documents\StyleEase`
- on MacOS computers: `Users\`

After you locate the file you want to change:

- make a backup copy of it
- edit it with Word and make whatever changes you need to make
- save the file

Thereafter, *StyleEase* will use the new version of the title page.



SECTION 3 •

Entering Content

This section describes how to enter content — text, special pages and lists, figures, tables, chapters, and sections — into your *StyleEase* documents. Read the following topics to understand how to use *StyleEase* styles and commands to enter and modify information in your documents:

- Text Formatting with *StyleEase* Styles
- Adding Special Pages and Sections
- Adding Special Lists
- Inserting Figures
- Inserting Tables
- Adding Captions
- Useful Word Options and Tips

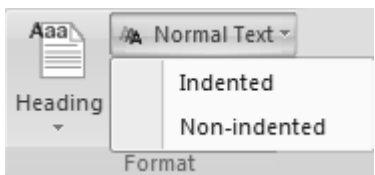
Text Formatting with *StyleEase* Styles

The basic formatting features of *StyleEase* work by applying styles to text that you enter. Each style contains formatting instructions that are consistent with the Chicago Manual of Style guidelines. When you apply a style to a paragraph, its formatting changes to match those instructions, including its spacing, margins, and font appearance.

In many cases, *StyleEase* automatically applies the style that you want while you're typing. In other cases, such as when you want to insert a header in your document, you apply a *StyleEase* style after clicking in the paragraph to make it the current paragraph.

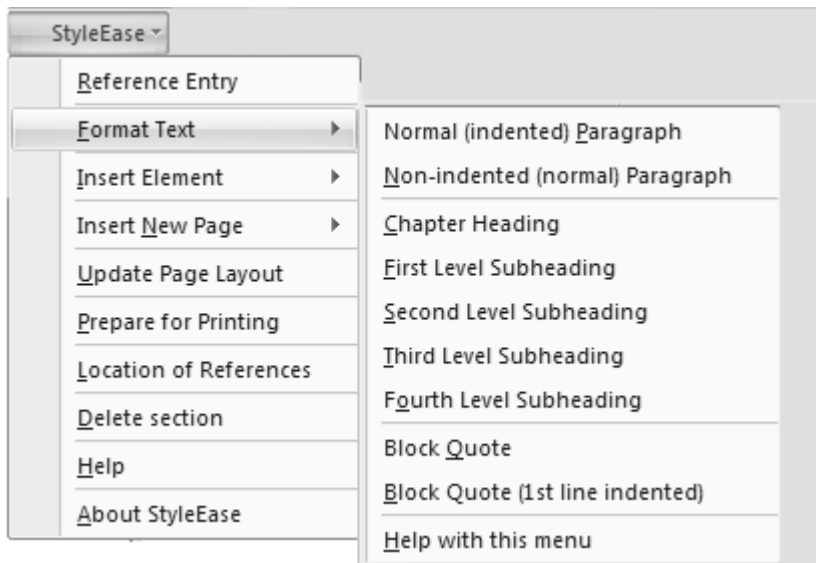
If you are using Word 2007/2010, apply a style by clicking one of the buttons in the *Format* section of the *StyleEase* ribbon tab, as shown in Figure 3-1.

Figure 3-1: Accessing the styles in Word 2007/2010



To apply a style with Word 2003 and earlier versions of *StyleEase*, click *Format Text* in the *StyleEase* menu, and then click the style you want applied, as shown in Figure 3-2.

Figure 3-2: The StyleEase Format Text menu



StyleEase instantly reformats the paragraph.

The *StyleEase* Text Styles topic describes each of the styles defined by *StyleEase*.

The StyleEase Text Styles

Table 3-1 summarizes the formatting that each *StyleEase* style applies to the current paragraph.

Table 3-1: The StyleEase text styles

Format Text Style	Description
Normal (indented) Paragraph	Indented first line, double-spaced, normal text paragraph. This is the default style, automatically started every time you press Enter, e.g. after creating a subheading.
Non-indented (normal) Paragraph	Non-indented normal paragraph. Use this style following block quotes, tables or figures if wanting to continue text mid-paragraph.
Chapter Heading	This text style creates a new chapter in a new section, with a preceding page break, and a double-space following. The heading text is automatically capitalized. To create a line break (that is, a 2-line chapter heading) press <i>CTRL-Enter</i> in the place in the actual text in the paper where you want the break.
First Level Subheading	Center-justified bold text, preceded by a triple-space, and followed by a double-space. Enter text in headline capitalization style; for example, <i>This is Headline Cap Style</i> .
Second Level Subheading	Center-justified, normal text., preceded by a triple-space, and followed by a double-space. Enter text in headline capitalization style.
Third Level Subheading	Left-justified, italicized, bold text, preceded by a triple-space, and followed by a double-space. Enter text in headline capitalization style.
Fourth Level Subheading	Left-justified, normal text, preceded by a triple-space, and followed by a double-space. Enter text in sentence capitalization style; for example, <i>This is sentence cap style</i> .
Block Quote	Indented (.5 inch), single-spaced paragraph. The first line of text is not indented relative to the rest of the paragraph. Use this style if the quote does not begin a paragraph, or if you do not want the first line indented.
Block Quote (1st line indented)	Indented, single-spaced paragraph. The first line of text is indented 0.5 inch relative to the rest of the paragraph. Use this style if the quote begins a paragraph.

You can adjust the formatting performed by some *StyleEase* styles if your institution has customized its standard, as described in the Changing Style Definitions topic.

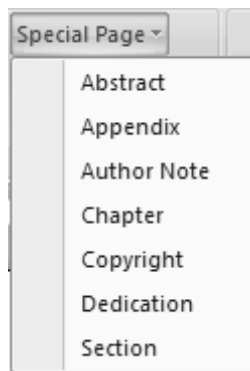
Adding Special Pages and Sections

When you create a new *StyleEase* document, you can specify that you want to include certain special sections, such as an abstract page, an appendix, or a table of contents, as described in the *Creating StyleEase Documents* topic. You can also add these sections (special pages or lists) while working on your documents or delete an unwanted section from a document.

IMPORTANT: Before adding a special page or section, make sure that you have positioned the insertion point in your document immediately before (above) where you want the new page or section inserted.

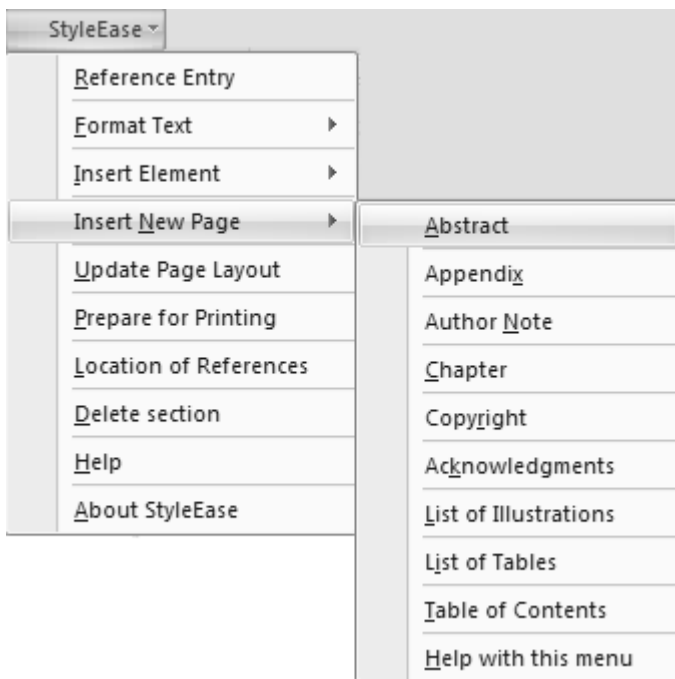
To add a special page in Word 2007/2010, click the *Special Pages* drop-down in the *StyleEase* ribbon tab, shown in Figure 3-3, and then select the type of page or section you want to insert.

Figure 3-3: Inserting a New Special Page in Word 2007/2010



In Word 2003 or earlier versions, click the *Insert New Page* submenu in the *StyleEase* menu, which is shown in Figure 3-4. Then select the type of page or section you want to add.

Figure 3-4: Inserting a new page



If you add a new section, chapter, or appendix, *StyleEase* asks you for its title.

Note: *StyleEase* automatically updates any Table of Figures, List of Tables, or Table of Contents in your document whenever you add or delete a section.

Deleting a special section

You can also delete sections from your document at any time by clicking somewhere in the section (to make it the current selection in Word) and then clicking the *Delete Section* command in the *StyleEase* menu or ribbon tab.

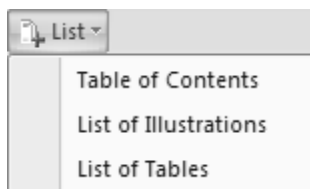
Adding Special Lists

You can add special lists — a *Table of Contents*, *List of Illustrations* (or *List of Figures*), or *List of Tables* — to your document, and *StyleEase* will automatically update them for you. In some versions, you can also add a List of Abbreviations to your document.

IMPORTANT: Before adding a special list, make sure that you have positioned the insertion point in your document immediately before (above) where you want it inserted.

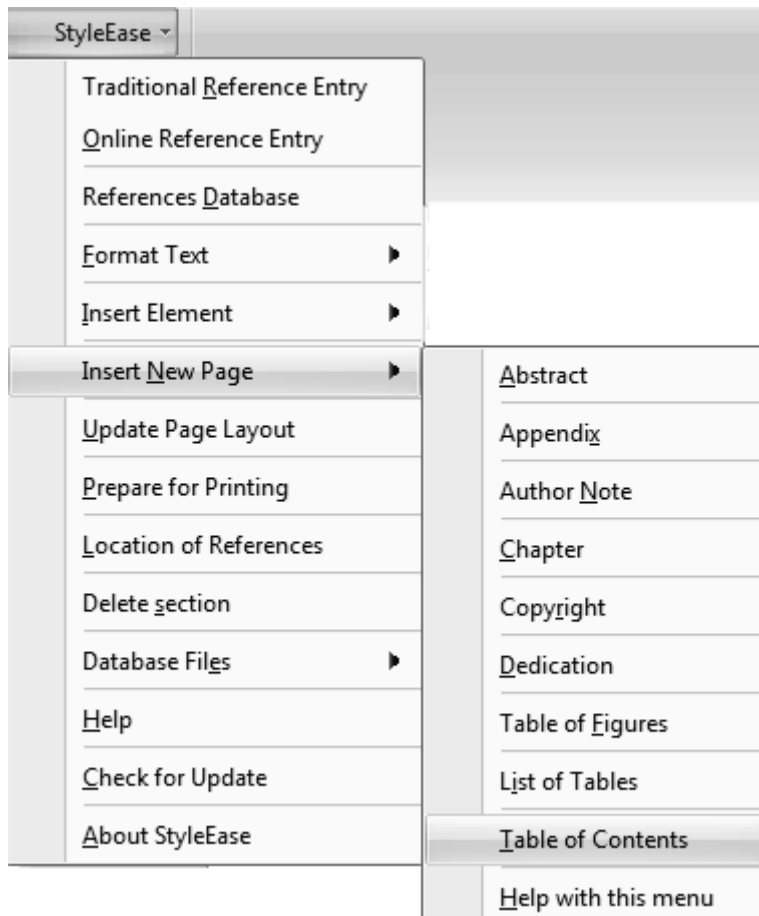
To add a special page in Word 2007/2010, click the *List* drop-down in the *StyleEase* ribbon tab, shown in Figure 3-5, and then select the type of list you want to insert.

Figure 3-5: Inserting a new special list in Word 2007/2010



In Word 2003 or earlier versions, click the *Insert New Page* submenu in the *StyleEase* menu, which is shown in Figure 3-6. Then select the type of list that you want to insert in your document.

Figure 3-6: Inserting a new special list



StyleEase automatically updates the new list when you add it.

Deleting a Special List

You can also delete special lists from your document at any time by clicking somewhere in the list (to make it the current selection in Word) and then clicking the *Delete Section* command in the *StyleEase* menu or ribbon tab.

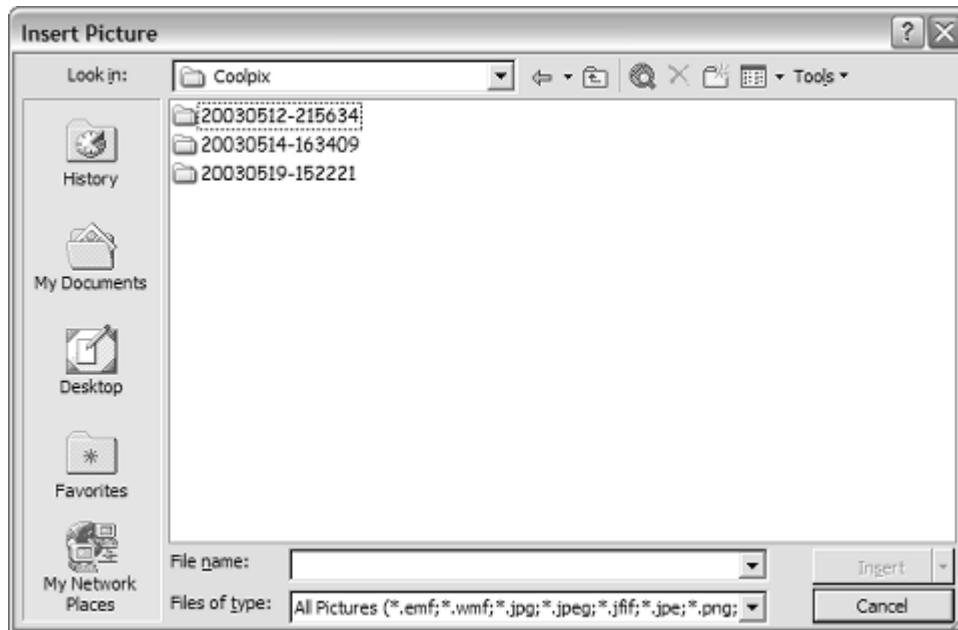
Inserting Figures

To insert a graphic image (figure) into your document, click the *Figure* dropdown in the *StyleEase* ribbon tab and then select either *From File* or *From Clipboard*. In Word 2003 and earlier versions, click the *StyleEase Insert Element* submenu and then select one of the *Figure with caption* commands. You can insert a figure from a file on your computer, or insert from the clipboard if you have previously copied an image onto the clipboard.

Note: Before inserting a figure, make sure that you have positioned the insertion point in your document to above where you want it inserted.

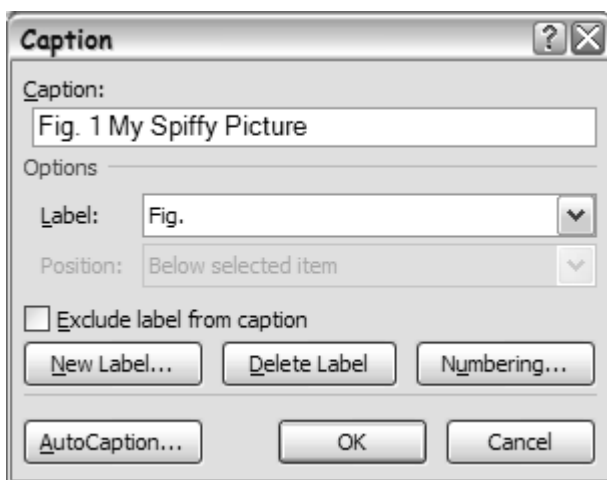
If you're inserting from a file, *StyleEase* will ask you to locate the file on your computer with Word's *Insert Picture* screen, as shown in Figure 3-7.

Figure 3-7: The Insert Picture screen



After inserting the image, *StyleEase* displays a screen, shown in Figure 3-8, in which you enter the caption that you want in your document for the image. Note that *StyleEase* automatically corrects the spacing in your caption.

Figure 3-8: The Figure Caption entry screen



You can alter the placement and size of the figure that you inserted by right-clicking on the image in your document, and clicking *Format Picture*.

If your document includes a *List of Illustrations*, *StyleEase* automatically updates that list with information about the new figure.

Inserting Tables

To insert a table into your document, click the *Table* item in the *StyleEase* ribbon tab; in Word 2003 or earlier versions, click the *StyleEase Insert Element* submenu and then select the *Table with caption* command.

Note: Before inserting a table, make sure that you have positioned the insertion point in your document to above where you want it inserted.

You then specify the table's dimensions, as shown in Figure 3-9. You can alter the size of the table at any time, so you just need to define its initial dimensions.

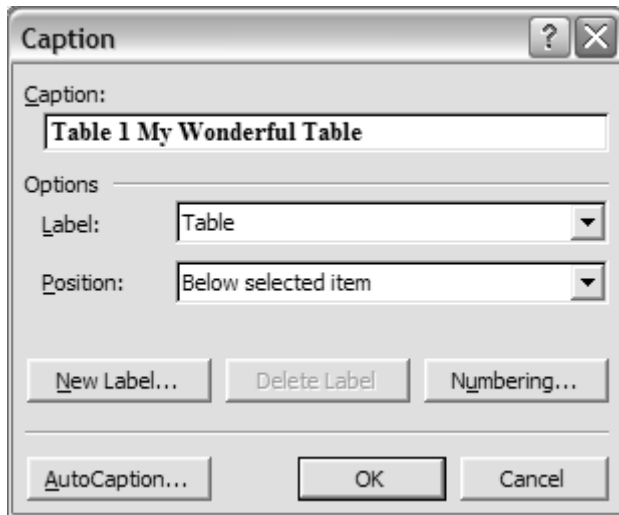
Figure 3-9: The Insert Table screen



Note: *StyleEase* automatically creates a table in the default Chicago/Turabian format, which includes horizontal lines at the top of the table, below the first (heading) row, and at the bottom of the table.

After you have specified the table's dimensions, click OK, and then enter a caption for your table, in the table caption screen shown in Figure 3-10.

Figure 3-10: The Table Caption entry screen



Note that *StyleEase* automatically corrects the spacing in your caption.

If your document includes a *List of Tables*, *StyleEase* automatically updates that list with information about the new table.

Adding Captions

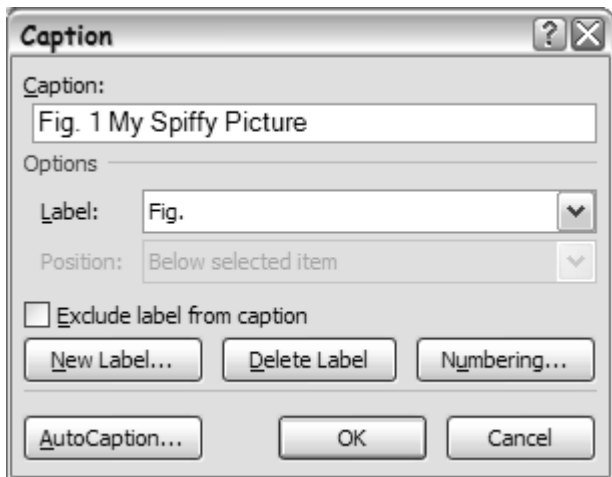
If your document includes figures or tables that do not have captions, you can use *StyleEase* commands to add a caption in Chicago/Turabian style. Your captions are automatically added to any list of figures or list of tables you have.

Figure Captions

To insert a figure caption, first click in the figure, and then select *Figure* from the *Caption* drop-down in the *StyleEase* ribbon tab; in Word 2003 and earlier versions, select the *Figure caption* command from the *StyleEase Insert Element* submenu. Then enter your caption text in the top line of the *Figure Caption* screen shown in Figure 3-11 and click OK.

Note that you can only use this command if you have first clicked in a figure.

Figure 3-11: The Figure Caption entry screen



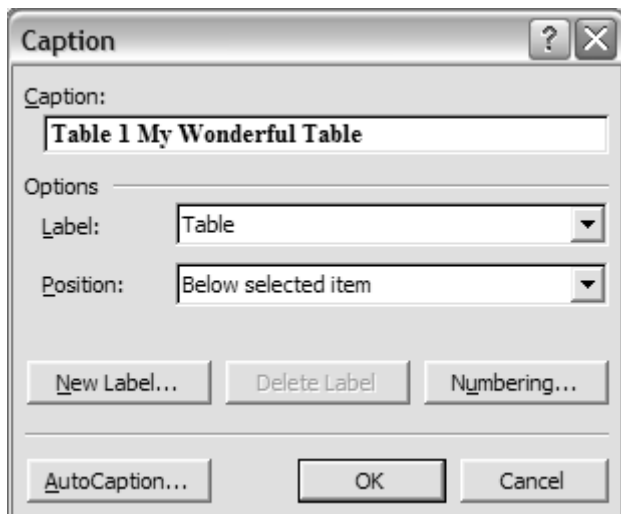
Note that *StyleEase* automatically corrects the spacing in your caption.

Table Captions

To insert a table caption, first click in the table, and then select the *Table caption* command from the *StyleEase Insert Element* submenu; in Word 2007/2010, select *Table* from the *Caption* drop-down in the *StyleEase* ribbon tab. Then enter your caption text in the top line of the *Table Caption* screen shown in Figure 3-12 and click *OK*.

Note that you can only use this command if you have first clicked in a table.

Figure 3-12: The Table Caption entry screen



Note that *StyleEase* automatically corrects the spacing in your caption.

If your document includes a *List of Tables*, *StyleEase* automatically updates that list with information about the new table.

Useful Word Options and Tips

This section presents a few options and tips that you might find useful when entering or selecting text in your Word documents.

Selection Tips

Word makes it easy to select text with the mouse. You can select:

- a word at a time by double-clicking on any word
- a line of text by moving the cursor to the left edge of the document window until it changes shape, and then clicking the mouse
- a paragraph by triple-clicking anywhere in the paragraph

Typing Tips

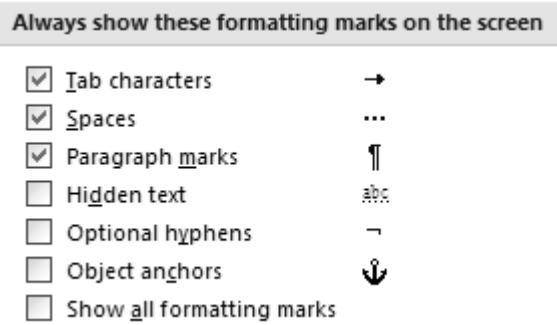
If you need to create a new line in a document without making it a separate paragraph, you can press the *Shift* and *Return* keys (together) instead of just the *Return* key. Use this in situations like when the title of a chapter is too long to fit on a single line.

Displaying Formatting Marks for Easier Editing

Knowing where tabs, spaces, and paragraph marks are can sometimes make editing a document easier.

In Word 2007/2010, click on the *Office* button, choose *Word Options* (at the bottom of the screen), and then click on *Display*. Select options in the *Formatting marks* section, as shown in Figure 3-13.

Figure 3-13: Displaying formatting marks



In Word 2003 and earlier versions, use the *View Options* screen to tell Word to display these marks in your document. Click *Options* in the *Tools* menu, then click *View* to display the *View Options* screen, and select the options you want.

Note that the formatting marks are not printed; they are displayed on-screen only.



SECTION 4 •

Citing References

One of the most difficult tasks you face in working with academic documents is citing references. *StyleEase* simplifies and automates this by providing a menu of reference types. After you select the type of reference you want to insert, *StyleEase* displays a reference entry screen in which you supply the information required to properly cite the reference. *StyleEase* then:

- correctly formats the reference
- if you're writing a paper in Chicago Notes/Bibliography format, adds a footnote or endnote to your paper, and adds an entry to your bibliography
- if you're writing a paper in Author-Date format, adds a reference to your references list, and adds a parenthetical citation in the body of your paper
- adds the reference to your database, so that you can use it again without having to enter any information

This section contains the following topics to help you with citing references:

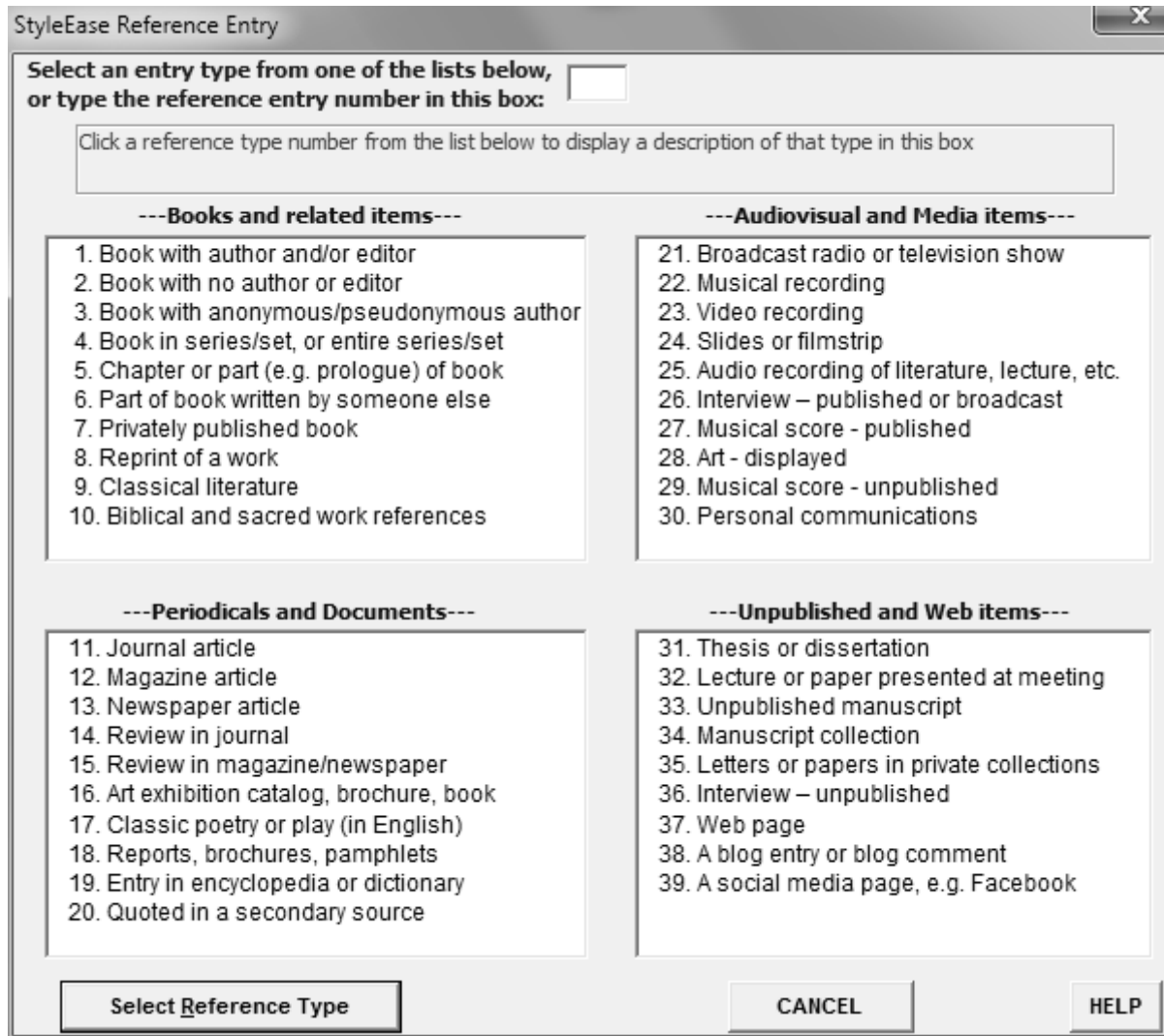
- *Selecting the Reference Type* explains using the References menu to select the type of source you are citing.
- *Using Reference Entry Screens* explains the features of *StyleEase* reference entry screens.
- *Creating In-text Citations* tells you how to customize the in-text citations added for in Author-Date format Chicago papers.
- *Using the References Database* describes the references database, which makes it easy to cite any reference you've created with *StyleEase*.

[Click here](#) to view an interactive demonstration of creating reference entries.

Selecting the Reference Type

To create a new reference entry, click *Reference Entry* in the *References* section of the *StyleEase* ribbon tab (Word 2007) or from the *StyleEase* menu (earlier versions). Then select a reference type from the *References* menu that *StyleEase* displays, which is shown in Figure 4-1.

Figure 4-1: Selecting a reference type



Selecting a Type

You can select a type by clicking its name in one of the lists, or you can type an entry number in the number entry field. When you select an entry type, *StyleEase* displays a brief description of the type in the *Entry type information* field near the top of the screens.

Using Reference Entry Screens

You fill in fields in a *StyleEase* reference entry screen (form) to specify the bibliographic data that you want *StyleEase* to enter. Each reference entry type has its own entry form that is configured specifically for that type.

This section describes the reference entry data screens, which are form screens in which you enter the information that *StyleEase* uses to format and insert your reference entries and citations.

Each reference entry type has its own form screen, with its own set of text and option fields. However, you use all of the reference entry screens in the same way.

- Reference Entry Screen Components illustrates a typical reference entry screen.
- Entering Online Access Information describes how to use the online access information screen to specify the location of online source material.
- Color Coding explains the significance of the colors used for text fields.
- Navigating in Reference Entry Features describes shortcuts for moving through fields.
- Field Help and Sample Text describes two *StyleEase* features that help you with entering text into fields.
- Previewing Your Entry shows how new reference entries and citations are previewed in reference entry screens.
- Checking Entry Completeness shows how *StyleEase* verifies that a new reference entry contains values for all required fields.

Reference Entry Screen Components

Figure 4-2 shows a typical reference entry screen and its components.

Figure 4-2: StyleEase Reference Entry screen

The screenshot shows the 'StyleEase Reference Entry' window. At the top, there are four annotations with arrows pointing to specific elements: 'Click to add online access info' points to the 'Online/Database Access Info' button; 'Current reference entry type' points to the dropdown menu showing '1. Book with author and/or editor'; 'Reference entry preview' points to the 'Your Bibliography Entry' text area; 'Text entry fields' points to the 'Title' field; and 'Checkbox' points to the 'Not a Person' checkbox. The form contains the following fields and controls:

- Add reference:** 1. Book with author and/or editor
- Title:** The joy of drumming
- Author(s):** John Doe
- Editor(s):** Jane Docent
- Translated Title:** [Ex: The broken family]
- Translator:** [Ex: James Doe -or- James Doe, Emily Hall, Lee Brill]
- Edition Number:** [Ex: 4 -or- rev -or- reprint.]
- Publication Year:** 2002
- Publisher:** SomePub
- Comments:** [Ex: Anything you want added to end of the not or bibliography entry.]
- City:** New York
- Edition Notes:** [Ex: Reprinted with notes by Geo
- Not a Person:**
- Online/Database Access Info:** A button with a dotted border.
- Your Bibliography Entry:** Doe, John. <|>The joy of drumming</|>. Edited by Jane Docent. New York: Somepub, 2002.
- Show End/Footnote Entry:** A button.
- Buttons:** Insert Reference, Go Back, CANCEL, HELP.

When you click this button, *StyleEase* displays the *Online Access Information* screen, which is described in the next section, Entering Online Access Information.

Entering Online Access Information

You use the *Online Access Information* screen, shown in Figure 4-3, to specify access or retrieval information for online references that you create.

Figure 4-3: The Online Access Information screen

StyleEase Reference Entry Online Access Information Entry

Database Name: Data Access ID:

DOI:

URL:

Access Date:

Retrieval Info:

OK HELP CANCEL

Chicago Style uses a consistent approach to citing material that you found online, and uses a similar approach for material found in an online database or obtained from an online archive service:

For all online material:

- include the DOI (digital object identifier) or URL:
 - The DOI is preferred if available, because it much more specific and persistent;
 - If the DOI is not available, you must provide the URL
- if the item does not include a publication or revision date, include the date of access
NOTE: Chicago Style only requires an access date for items without publication or revision dates; however, some institutions and publishers require an access date for ALL online citations

If you're citing something from a database or archive service (online or not)

- include the database or service name
- if available, include the ID of the item in the database (the accession number)
- if you accessed the material online, include the DOI or URL and access date, as described above

Online URL Retrieval Specification

Basic online retrieval requires the URL of the page you accessed and the date on which you accessed it (so readers can be sure they're viewing the same version).

Online Database Retrieval Specification

When you access something in an online database, you need to let the reader know how to retrieve that same information, by providing the name of the database, and if available, specific access information for your source in the database.

Retrieved from My Database. (12345)

Online DOI Retrieval Specificatio

Digital Object Identifiers, or DOIs, are a standard for assigning a unique number for a unique online document. They're similar to the ISBN numbers used for books and other media products. DOIs are only assigned to documents in final format, so if the web page or online media that you're citing has a DOI, that's all you need. You don't need a URL, access date, or retrieval prefix. For example:

```
doi:123456.789
```

Color Coding

StyleEase color codes text entry fields in the reference entry screens (see Figure 4-2) to let you know which ones are required. Table 4-1 summarizes the color codes.

Table 4-1: Color coding of text entry fields

Screen component	Description
Required text fields (red)	Required text fields are shown in red. You must enter values in these fields for your reference entry and citation to be correctly formatted.
Optional text fields (blue)	Optional text fields are shown in blue. You can optionally specify information in these.
One-of text fields (green)	One-of text fields are shown in green. These are paired fields in which you must enter a value for one; for example, in some references, you must enter either a book's author or its editor. When you enter a value in one of these text fields, <i>StyleEase</i> automatically disables the other field. You can reenable both fields by deleting all of the text (reset the field to blank). For example, if you have entered an author name, you can reenable the editor name by deleting the author text and then tabbing to the next or previous field.

Navigating in Reference Entry Features

The basic action in a *StyleEase* reference entry form screen is to click in a text field and start typing in data for the field. You can also use the mouse and keyboard actions shown in Table 4-2 to navigate through and/or modify the fields in a form screen.

Table 4-2: Navigating through reference entry fields

Task	Action
Enter text into a field. Note that fields initially display example text that is replaced as soon as you start typing.	Click a text field and start typing

Table 4-2: Navigating through reference entry fields (continued)

Select (highlight) an entire text field you have entered. You can then press the Delete key or begin typing to delete the field text.	Triple-click
Move the focus to the next text field available for entry. The field will be highlighted.	Press the Tab key
You can leave example text showing in the field if you don't want to enter any value for it.	
Move the focus to the previous text field available for entry.	Press Ctrl-Tab keys
Delete text.	Press the Delete key
Copy text using the CTRL-C keys, and then paste it into a text field by pressing the CTRL-V keys.	Cut and paste in text fields

Field Help and Sample Text

You can hover your mouse over a text field in a reference entry form to display specific help for the field. *StyleEase* displays this data entry *tip* until you stop hovering the mouse (by moving it).

StyleEase also displays sample text in each entry field to show you what your input should look like. As soon as you start typing, the sample text disappears. If you've already entered text into the field and want to see what the sample text looked like, simply press the F2 key to display it above the field, as shown Figure 4-4. Then press F2 again or move the insertion point to another field to turn off the sample text display.

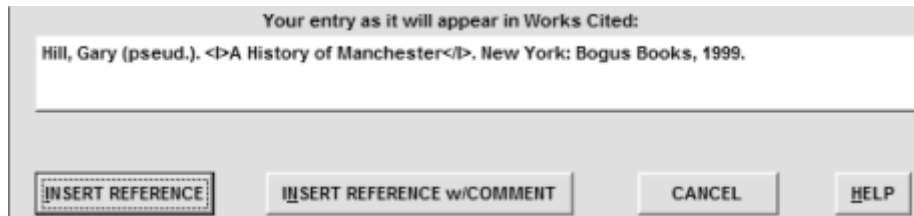
Figure 4-4: Redisplaying the example text for a text field



Previewing Your Entry

StyleEase displays a preview of the reference entry and citation that you are creating in the small preview window at the bottom of the reference entry form screen. This preview is updated whenever you update information in the screen.

Figure 4-5: Reference entry preview



The preview is not editable; to change what will be inserted into your document, edit the values in the reference entry fields.

Note: *StyleEase* cannot display font attributes such as italics and underlining in the preview window, and uses `<I>`, ``, `<U>` and `</I>`, ``, `</U>` to bracket them. The entry in your document will contain actual italics, bold face, or underlining.

Checking Entry Completeness

When you click the *Insert Reference* button in a reference entry screen, *StyleEase* verifies that you have entered information in each required (red) text field. If you have neglected to enter any required information, the reference entry cannot be formatted according to Chicago standards.

If any required information fields are blank, *StyleEase* displays the *Reference Entry Warning* screen, shown in Figure 4-6, to tell you which information is missing.

Figure 4-6: Reference entry incomplete warning screen



You can click *No* to return to the reference entry screen, or click *Yes* and insert the (possibly incorrectly formatted) entry anyway.

Creating In-text Citations

If you are writing a paper that uses Chicago's Author-Date format for citations, *StyleEase* usually inserts an in-text (parenthetical) citation at the current location in your document whenever you insert a reference entry into your document. Most citations look like this:
(Hill, 1999)

Using the References Database

StyleEase stores all of your references in a database that makes it simple to reuse the reference, in either the same document or a different document. You can cite an entry by simply clicking it in the database browser; you can also edit an entry before inserting it from the database.

This section describes all of the features of the *StyleEase* database, in the following topics:

- **Browsing the Database** describes the database browser, which gives you access to all of the entries in your database.
- **Citing a Reference from the Database** tells you how to cite a reference from your database.
- **Modifying a Database Entry** describes how to change an entry in your database.
- **Deleting a Database Entry** tells you how to permanently delete a database entry.

[Click here](#) to view an interactive demonstration of using the reference entry database.

Browsing the Database

You can display the database browser, shown in Figure 4-7, by clicking the *Browse* button in the *Database* section of the *StyleEase* ribbon tab (Word 2007) or by clicking *References Database* in the *StyleEase* menu (earlier versions).

Note: In Word 2007, you can also select the *Edit* or *Delete* buttons in the *Database* section or the ribbon tab to access the database specifically for editing or deleting entries.

Figure 4-7: The database browser



You click a database entry (actually an abbreviated version of the full entry) in the top half of the window, and *StyleEase* displays the full entry, including its reference type, in the yellow portion of the window. You can then operate on that entry by clicking one of the command buttons. Which buttons are available will depend on whether you're working in a Chicago Notes/Bib or Author/Date format paper:

- If you're writing a paper that uses Author/Date citations, click *Cite/Insert Reference* to add the entry to your References list, and to include a parenthetical citation to it in the body of your paper. You typically use this to cite a reference that you had previously cited in another paper. See *Citing a Reference from the Database* for more information.

- If you're writing a paper that uses Author/Date citations, click *Insert Reference Only* to add the entry to your References list without including a parenthetical citation. You typically use this for material you've used but not directly cited. See *Citing a Reference from the Database* for more information.
- If you're writing a paper that uses Notes/Bib citations, click *Insert Note+Bib Entry* to enter a footnote/endnote and a bibliography entry.
- Click *Edit Reference* to make changes to the entry, as described in *Modifying a Database Entry*.
- Click *Delete Reference* to permanently remove the entry from the database, as described in *Deleting a Database Entry*.

Citing a Reference from the Database

You can cite or insert a reference in your paper from the database browser (see *Browsing the Database*) in two ways. After selecting the reference you want to cite in the browser, you can:

- If you're in a Chicago Notes/Bib format paper, Click *Insert Note+Bib* to insert the footnoted/endnoted version of the entry into your paper, and to insert the bibliographic version into your bibliography.
- If you're in a Chicago Author-Date format paper, click *Cite/Insert Reference* to both insert the reference into your references list, and to insert a citation to that reference in the body of your document. Note that you can edit the citation before inserting it, as described below. Or click *Insert Reference Only* to insert the reference into your list without adding a parenthetical citation.

Editing a Citation

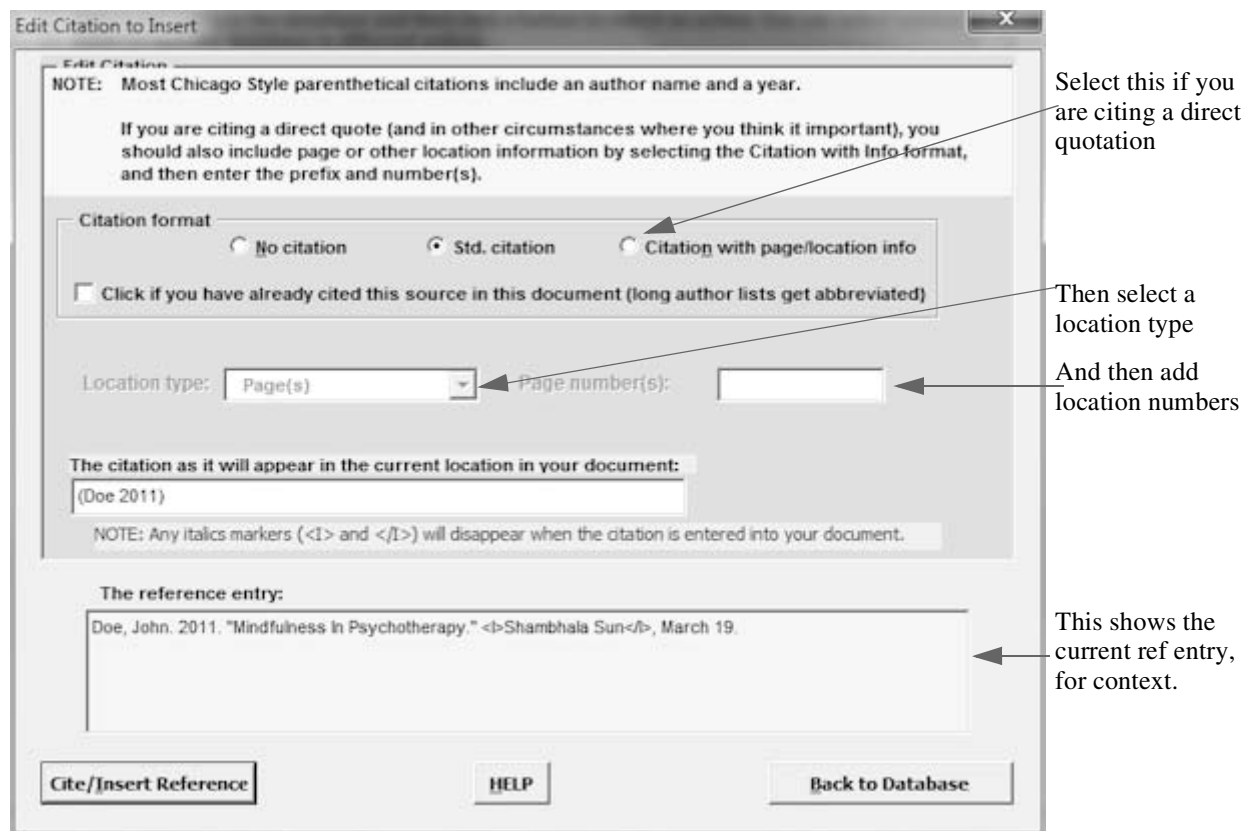
When you cite an entry from your database, *StyleEase* makes it easy to quickly edit the in-text citation that will be inserted into your paper. The citation is displayed in the *Edit Citation* screen, shown in Figure 4-8, after you click the *Cite/Insert Reference* button.

If you don't need to change the citation, simply click the *Cite/Insert* button at the bottom of the *Edit Citation* screen. Or, change the location information and/or citation type, and then click the button.

Note: Chicago Style dictates that you provide location information such as page number(s), paragraph number(s), chapter number, table number, or similar when citing a direct quotation, so that the reader can quickly find the source.

The fields in the *Edit Citation* screen are described in Figure 4-8. The one field that probably requires clarification is the checkbox for citing a reference that was previously cited in your paper. Check this box to have *StyleEase* abbreviate the author list in this citation; Chicago style specifies that the author list for such references gets abbreviated in subsequent citations. So this checkbox is only relevant for re-citing of sources (such as books) that have several authors.

Figure 4-8: Editing a Citation

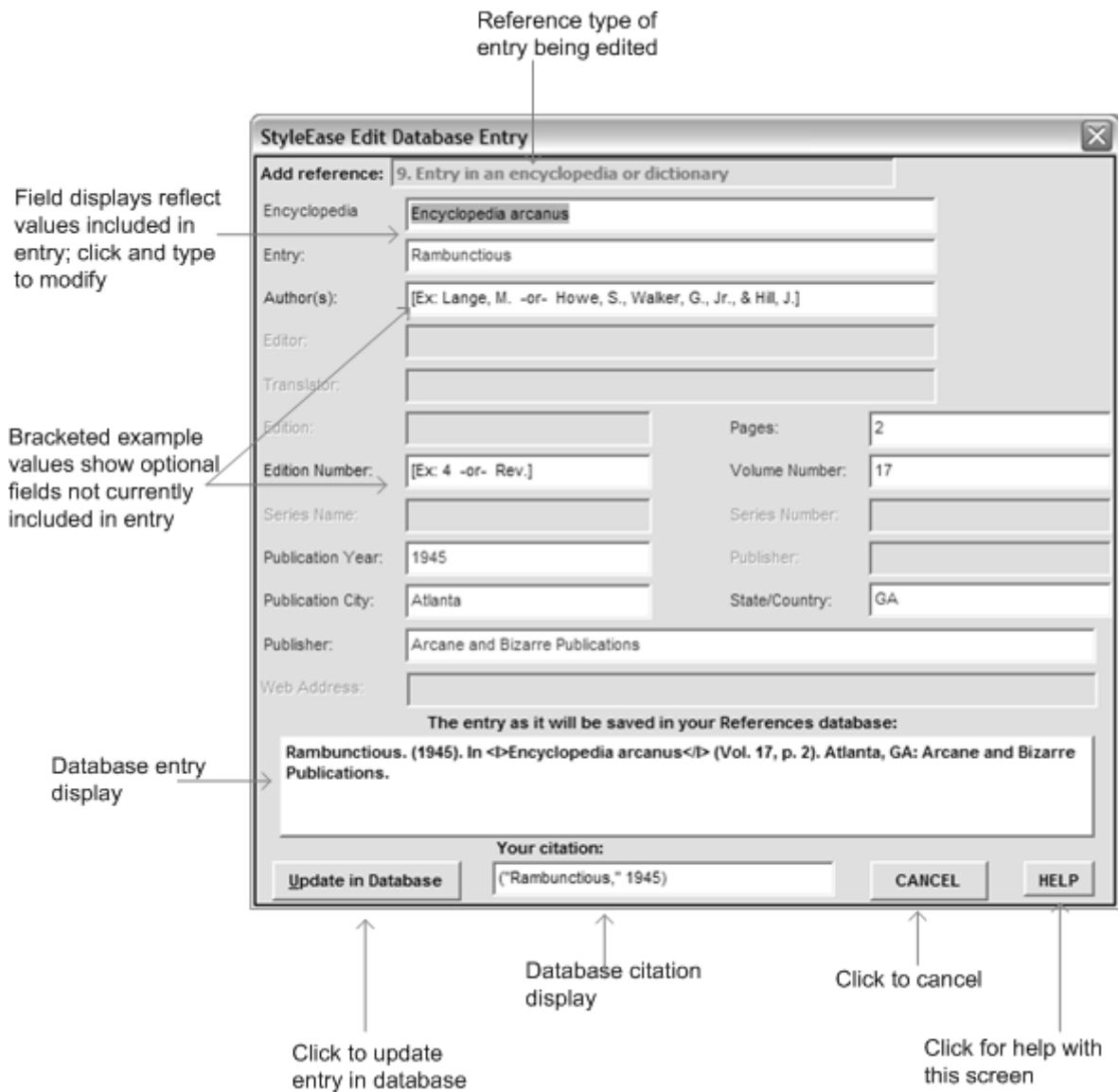


Modifying a Database Entry

To modify a database entry, click the *Edit Reference* button in the database browser. *StyleEase* displays the entry in the same Reference Entry screen that you originally used to create it. After making any changes that you want in the entry, click the *Update in Database* button to store your changes in the database.

Figure 4-9 shows an example of a database entry that is being edited. You can make changes in any of the fields to modify the entry. Note that some optional fields are shown with bracketed example values. The brackets enclose example text; you do not need to delete or modify them. The unbracketed text is the text you originally entered when creating the entry.

Figure 4-9: Editing a database entry



Deleting a Database Entry

To delete a database entry, select the entry and click the *Delete Reference* button in the database browser. *StyleEase* asks for confirmation, and then permanently removes the entry from the database.



SECTION 5 •

Fine-tuning Document Appearance

This section contains topics that address fine-tuning the appearance of your StyleEase document:

- Changing Page Headers and Numbering tells you how to modify the layout of your pages.
- Updating Your Document for Printing describes how to use the Print Preparation feature of *StyleEase* to make sure that your document is ready for final printing.
- Changing Style Definitions tells you how to change style definitions to alter the appearance of paragraphs in your document.
- Editing StyleEase Title Pages tells you how to create alternative title pages for your StyleEase documents.
- Creating a Second References Section explains how to add a second bibliography section to your document, which is required by some institutions.

Changing Page Headers and Numbering

The page layout of your document — its working title, how the pages are numbered, and the running header that appears on each page — is set up for you by StyleEase when you create a new document. You can customize the appearance of your document by modifying these layout characteristics.

To change the layout of your pages, click either *Numbering* or *Headers* in the *Page Layout* section of the *StyleEase* ribbon tab (Word 2007/2010), or click *Update Page Layout* in the *StyleEase* menu (earlier versions). Then set options and values in the *Page Headers and Numbering* screen that's shown in Figure 5-1.

The screen allows you to specify three different forms for your document's title:

- The *Paper Title* is the full title of your document, as displayed on the title page.
- The *Running head* is the abbreviated title shown at the top of each page.
- The *Title Page running head* is the abbreviated title shown at the top of the title page if you have selected the *paper* document type. It only applies to papers (not term papers, theses, or dissertations).

Figure 5-1: Modifying page headers and numbering

The screenshot shows the 'StyleEase Page Headers and Numbering' dialog box. It has a title bar with a close button (X). The dialog is divided into several sections:

- Paper Title:** A text field containing 'My Most Marvelous Dissertation'.
- Running head:** A text field containing 'MARVIE'.
- Two checkboxes: 'Running head text same as title' and 'Make running head all capitalized'.
- Title page:** A section with three radio buttons: 'No page numbers', 'Top right', and 'Bottom center'. Below these are two checkboxes: 'Use Roman numerals' and 'Include running head'.
- Front matter:** A section with three radio buttons: 'No page numbers', 'Top right', and 'Bottom center'. Below is a checked checkbox: 'Use Roman numerals'.
- First page of each chapter/section:** A section with three radio buttons: 'No page numbers', 'Top right', and 'Bottom center'. Below is a checked checkbox: 'Restart page numbers at 1 (first chapter only)'.
- Body pages of each chapter/section:** A section with three radio buttons: 'No page numbers', 'Top right', and 'Bottom center'.

At the bottom of the dialog are three buttons: 'OK', 'HELP', and 'CANCEL'.

The *StyleEase Page Headers and Numbering* screen also allows you to specify separate page numbering rules for different sections of your document. The default settings match the typical settings for Chicago style documents, but some institutions have their own page numbering standards.

Each section's page numbers can be set to:

- not display
- display in the upper right corner of the page
- display in the bottom center of the page

Some of the sections have additional page numbering options, as described in Table 5-1.

Table 5-1: Page numbering options for different parts of a paper

Page(s)	Description	Additional Options
<i>Title page</i>	The title page of your document.	The page number can be displayed using Roman or Arabic numerals. This page can optionally include a running header.
<i>Front matter</i>	The set of pages that follow the title page and precede the first page of the body of the document.	The page number can be displayed using Roman or Arabic numerals. This page can optionally include a running header.
<i>Front page of each section</i>	The first page of a chapter or appendix in a multichapter document.	If <i>Restart numbering at 1</i> is selected, <i>StyleEase</i> sets the page number of the first page of the first chapter to 1. If this option is not selected, the number of the first page of the first chapter continues the previous numbering.
<i>Body pages</i>	The body of your document.	

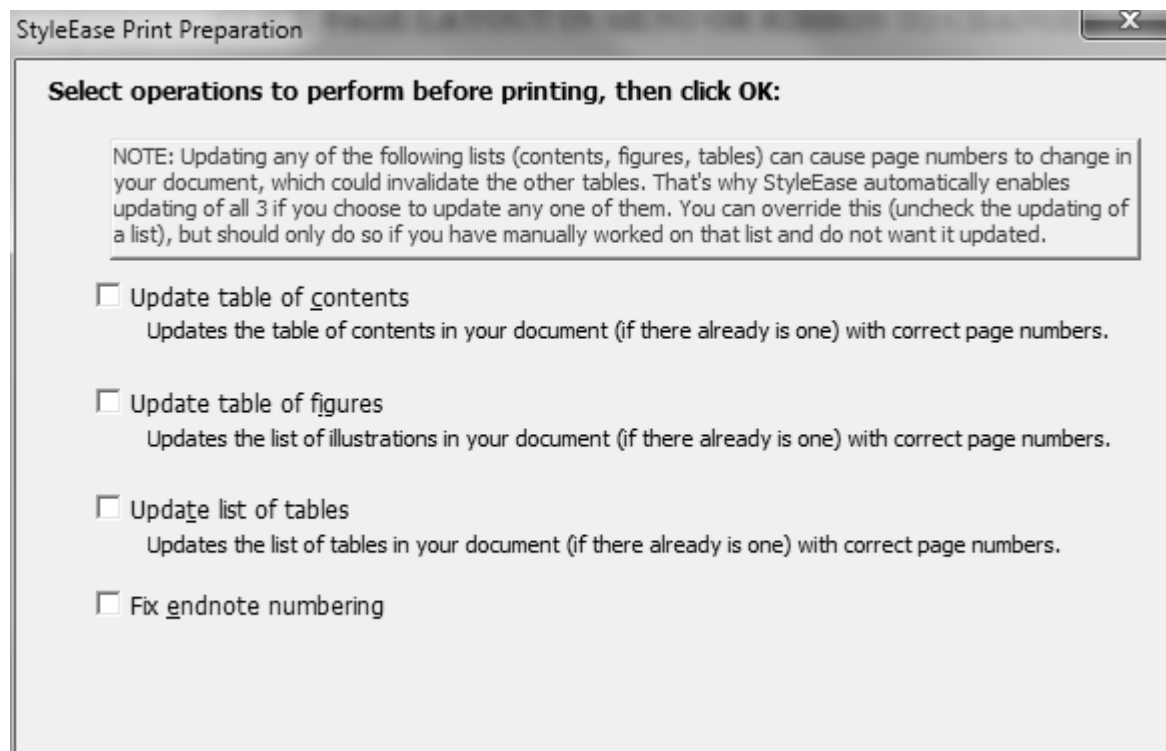
IMPORTANT: You must use the *StyleEase Page Headers and Numbering* screen to make all changes in titles, running headers, and page numbering. If you manually make changes directly in your document, *StyleEase* and Word will not correctly update your numbering and special lists.

Updating Your Document for Printing

When you're ready to print your document, it's a good idea to use the *StyleEase* print preparation feature to make sure that all of your special lists have the correct page numbering.

Click *Print Prepare* on the *StyleEase* ribbon tab (Word 2007/2010) or click *Prepare for Printing* in the *StyleEase* menu (earlier versions) to display the *Print Preparation* screen, which is shown in Figure 5-2. Select the updates that you want to perform before printing, and then click *OK*.

Figure 5-2: Preparing for printing



As you add or edit text in your document, Word does not automatically update the page numbers in your table of contents and other special lists, like the table of figures and list of tables. You must update these prior to final printing of your paper; *StyleEase* provides the *Prepare for Printing* screen to simplify this for you.

Note: If you manually modify a list like the Table of Figures in your document, you might not want it automatically updated, so you would deselect this option.

After you click OK to prepare your document for printing, *StyleEase* updates the document and displays a report about the updates.

Changing Style Definitions

If your institution uses non-standard formatting for certain types of paragraphs, you can change the paragraph style definition. For example, some schools require block quotes or reference entries to use single spacing, rather than the standard double-spacing.

This section shows you how to make style definition changes, using the following examples:

- Making Block Quotes Single-Spaced
- Making References Single-Spaced
- Changing the Document Font

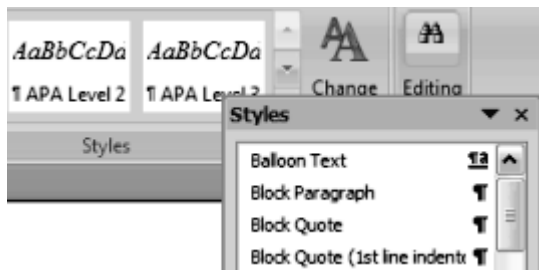
Making Block Quotes Single-Spaced

Some institutions specify that block quotes are single-spaced rather than double-spaced. To make this change in your paper, you need to change two style definitions: *Block Quote* and *Block Quote (1st line indented)*, setting the line spacing of each to single-spaced. Make the change as follows:

- Select the style you want to change in the Styles pane, and tell Word to modify the style

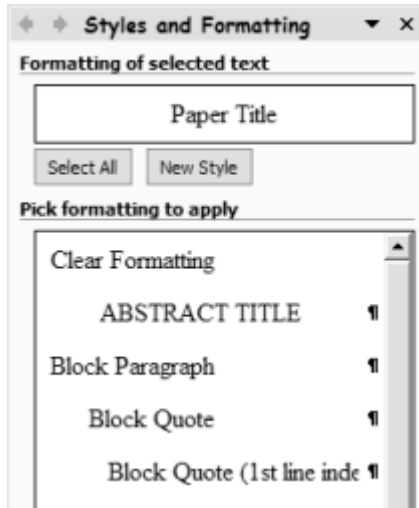
In Word 2007/2010, find the *Styles* section on the *Home* tab of the Ribbon, and click the dialog arrow in the lower-right corner of that section to display the *Styles* pane, as shown in Figure 5-3. Then click *Block Quote*, click the down arrow that appears on its right side, and click *Modify*.

Figure 5-3: The Word 2007/2010 Styles Pane



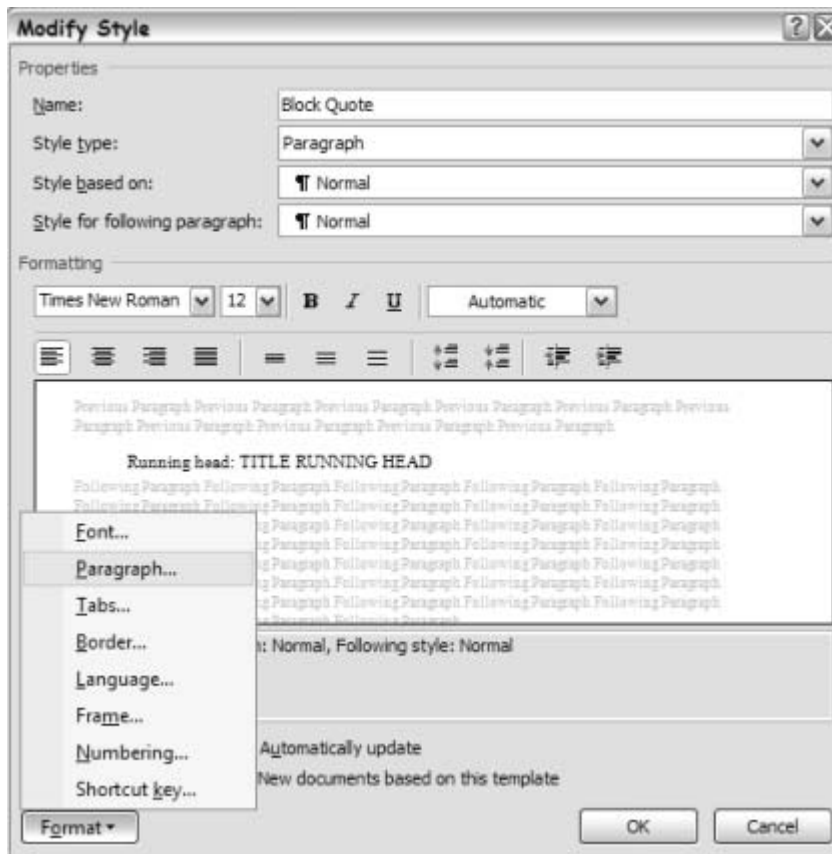
In Word 2003 and earlier, click *Styles and Formatting* in Word's *Format* menu to display the Styles pane, shown in Figure 5-4. Then right-click *Block Quote* and click *Modify*.

Figure 5-4: The Word 2003 Styles and Formatting Pane



Word displays its *Modify Style* screen, shown in Figure 5-5. Click the *Format* down-arrow and select *Paragraph* to modify the paragraph formatting of the *Block Quote* style.

Figure 5-5: Modifying the Block Quote style definition



In the *Modify Paragraph* style screen that displays, shown in Figure 5-6, change the *Line spacing* field from Double (or 28 pt) to *Single* and then click *OK*.

Figure 5-6: Modifying the Block Quote paragraph style



Making References Single-Spaced

Some schools make reference entries single-spaced, rather than the standard double-spacing. You can apply the directions in the Making Block Quotes Single-Spaced topic to the style named *Reference Entry*.

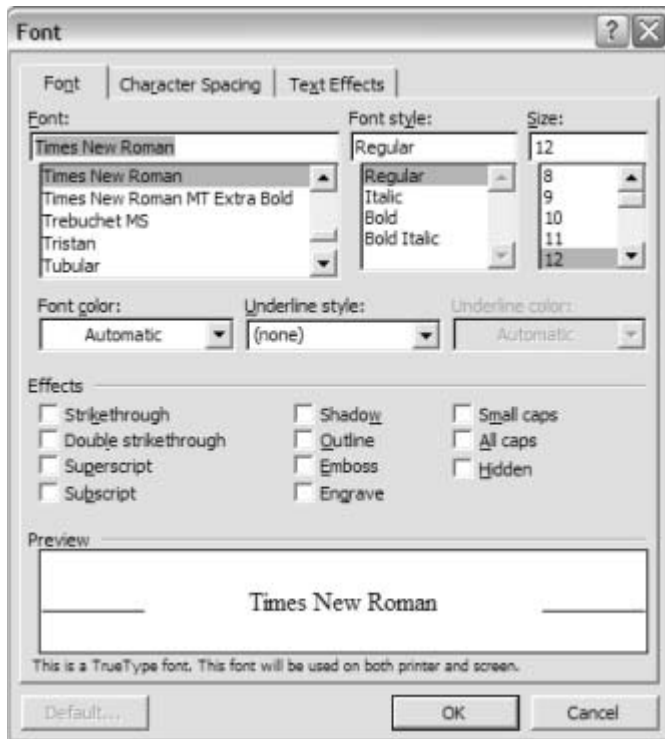
Changing the Document Font

StyleEase uses Times New Roman as the default font for all styles in documents. You can change the font used for your document by altering the definition of the style named *Normal*.

Click *Normal* in Word's Styles pane (as described in Making Block Quotes Single-Spaced) and select *Modify*. Then, click *Format* at the bottom of the *Modify Style* screen and choose *Font* to display the Font formatting for the *Normal* style, as shown in Figure 5-7.

Select a new font, then click *OK* several times to close the style modification screens. Your entire document will switch to using the font that you just chose.

Figure 5-7: The Modify Font screen



Editing StyleEase Title Pages

Each of the four basic *StyleEase* document types (paper, term paper, thesis, and dissertation) has a title page associated with it. If your institution requires a title page format that differs from the default, you can alter the title pages that *StyleEase* uses.

The title page files are located in the `TitlePages` folder inside the folder where *StyleEase* was installed on your computer:

- on Windows XP computers: `C:\Program Files\StyleEase\TitlePages`.
- on Windows Vista and Windows 7 computers: `Users\Public\Public Documents\StyleEase`
- on MacOS computers: `Users\\Library\Application Support\StyleEase`

After you locate the file you want to change:

- make a backup copy of it
- edit it with Word and make whatever changes you need to make
- save the file

Thereafter, *StyleEase* will use the new version of the title page.

Creating a Second References Section

Some institutions use two reference sections, adding a separate bibliography page at the end of the document, in addition to the standard reference list. To create a new reference section:

- Insert a new *section* into your document, as described in *Adding Special Pages and Sections*. When asked, tell *StyleEase* to use the title *Bibliography* for the new section.
- Move the insertion point to just after the “y” in *Bibliography*.
- Click the *Location of References* command in the *StyleEase* menu, or click *Location* in the *References* section of the *StyleEase* ribbon tab.

StyleEase subsequently adds any new reference entries to the new section.

To return to adding references to the standard reference list section, click after the "s" in References, and once again click the location command in the *StyleEase* menu or ribbon tab.



SECTION 6 •

Backup and Organization of Database Files

StyleEase includes a reference entry database feature that automatically captures your reference entries and accompanying citations and stores them for reuse. This allows you to use a reference in another document without having to reenter information, and makes it simple to make additional citations to a reference that is already in your document.

IMPORTANT: Most users only use the database file that *StyleEase* automatically creates for them, and never use any database file operations.

This section describe *StyleEase* database files and the operations you can perform with them, in the following topics:

- About Database Files provides information about *StyleEase* database files.
- Accessing Database File Commands tells you how to access the commands you use with database files.
- Opening an Existing Database shows you how to open a database file.
- Creating a New Database shows you how to create a new database file.
- Copying or Backing Up a Database tells you how to copy the current database file for backup or sharing purposes.
- Printing the Database tells you how to “print” the database to a Word document.

About Database Files

Each *StyleEase* database is stored on your hard drive in a database file, with a .dat file name extension. These files can only be read by *StyleEase*.

IMPORTANT: *StyleEase* automatically creates database files with the .dat extension (suffix); other extensions will not work with *StyleEase*.

StyleEase automatically saves your current database onto your hard drive after you make any changes to it, including whenever you add a new reference entry to the database or delete an entry from the database.

We recommend periodically creating a backup copy of your database onto external media, such as a CD, a flash drive, or a second hard drive. This could save you a lot of work should your hard drive ever crash. See *Copying or Backing Up a Database* for more information.

Should you ever discover a problem with your database, you can recover it by using the Windows file rename command to rename the backup (.bak) to the active (.dat) file. Or you can recover it by copying a backup from external media to your hard drive.

Note: By default, *StyleEase* stores your database file in the *StyleEase* program directory on your hard drive. This is typically C:\Program Files\StyleEase or Users\Public\Public Documents\StyleEase on PCs, and Users\

Accessing Database File Commands

You can access the database file commands by clicking the *Files* down-arrow in the *Database* section of the *StyleEase* ribbon tab (Word 2007/2010), shown in Figure 6-1, or by clicking the *StyleEase Database Files* submenu, which is shown Figure 6-2.

Figure 6-1: The Word 2007/2010 Database File Operations Menu

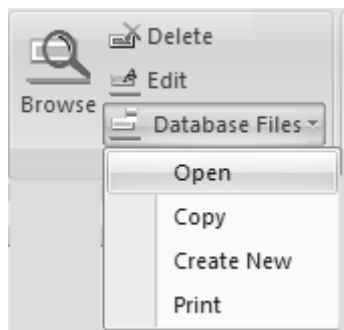
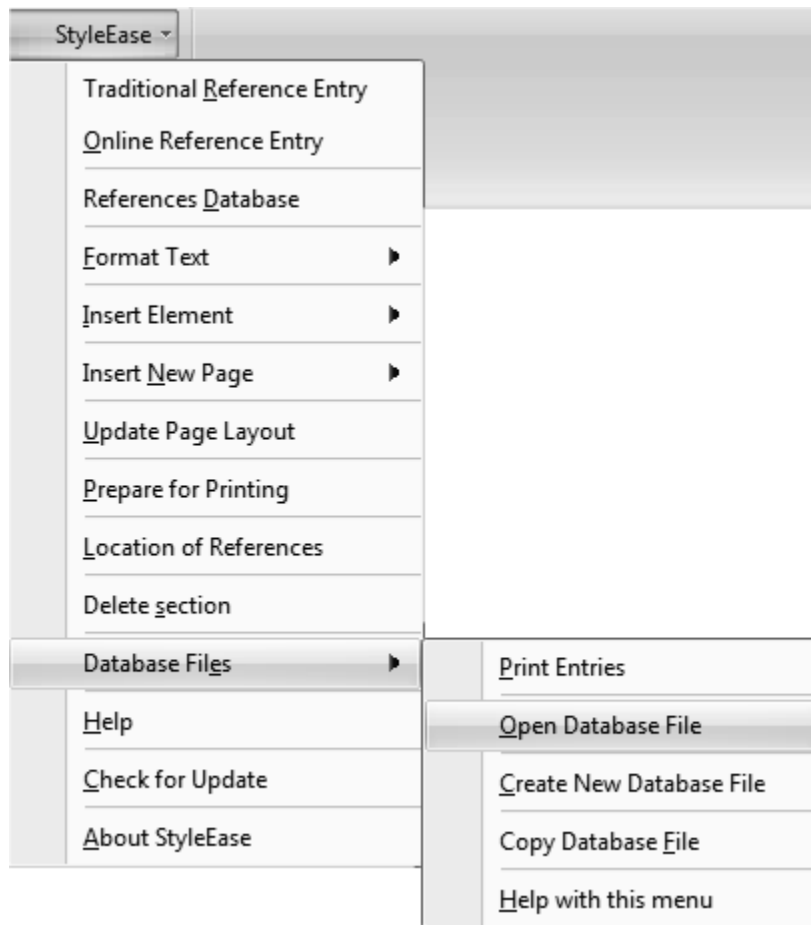


Figure 6-2: The Database File Operations Menu



The database command names denote what each command does:

- *Open Database File (Open)* opens a previously saved StyleEase database, allowing you to access its entries, as described in *Opening an Existing Database*.
- *Create New Database File (Create New)* creates a new, empty database file and makes it the current database, as described in *Creating a New Database*.
- *Copy Database File (Copy)* creates a backup copy of your current database, as described in *Copying or Backing Up a Database*.
- *Print Entries (Print)* creates a new Word document that contains a listing of all of the entries in your database. You can save or print this file, as described in *Printing the Database*.

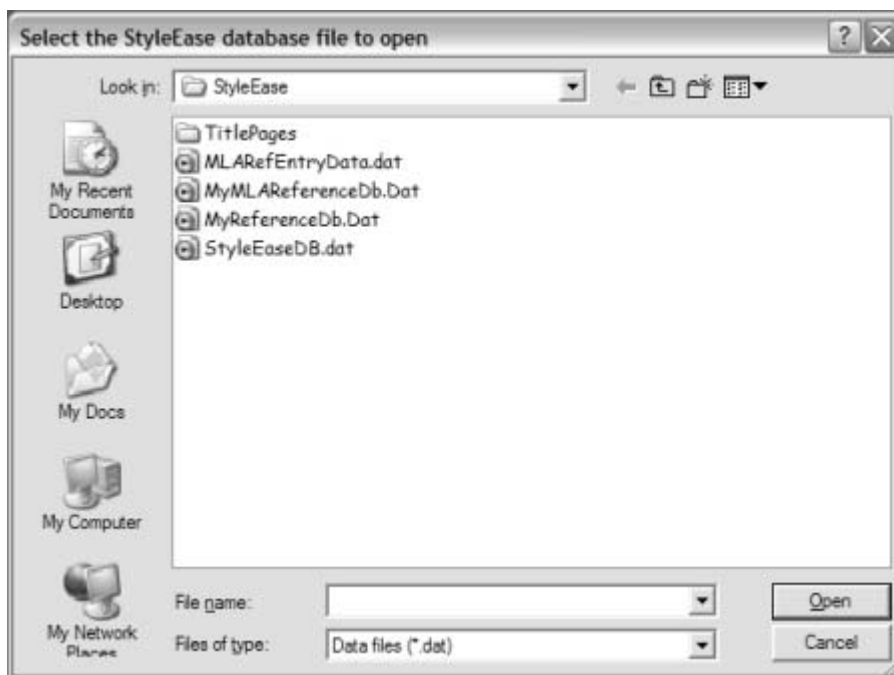
Opening an Existing Database

StyleEase associates a database file with your document and considers it the *current database*. You can tell *StyleEase* to use a different database by opening that database file. Some users maintain different databases for different projects, and thus need to tell *StyleEase* to not use the default database.

IMPORTANT: The database had to be created for use with *StyleEase for Chicago/Turabian Style*, or it will not work. Most users can simply continue to use the default database and never need to deal with database files.

To open and use a database that was created with *StyleEase*, click *Open* in the *Files* drop-down in the *Database* section of the ribbon tab (Word 2007/2010) or click *Open Database File* in the menu (earlier versions). Then navigate to the database file that you want to open, as shown Figure 6-3; click the name of the file you want to open, and then click *Open*. After verifying its validity, *StyleEase* makes this the current database.

Figure 6-3: Browsing to open a database file



Note: The default location for *StyleEase* database files is the same directory in which your *StyleEase* program was installed; however, you can store your database files anywhere on your computer.

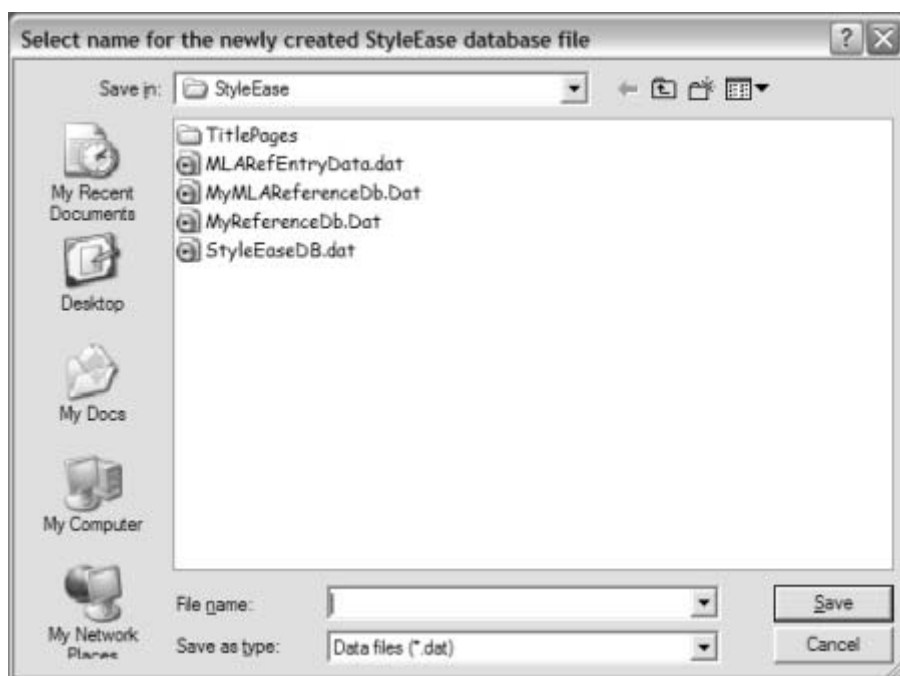
Creating a New Database

You can create a new database for use with *StyleEase* documents at any time. The new database is automatically associated with your current document, and the database file that you were previously using (if any) is automatically closed.

Note: Most users can simply continue to use the default database and never need to create new database files.

To create a new database, click *Create New* in the *Files* drop-down in the *Database* section of the ribbon tab (Word 2007/2010) or click *Create Database File* in the menu (earlier versions). Then navigate to where on your computer you want the database stored, as shown in Figure 6-4; enter a name for your new database and click *Save*. *StyleEase* makes this the current database.

Figure 6-4: Browsing to create a new database file



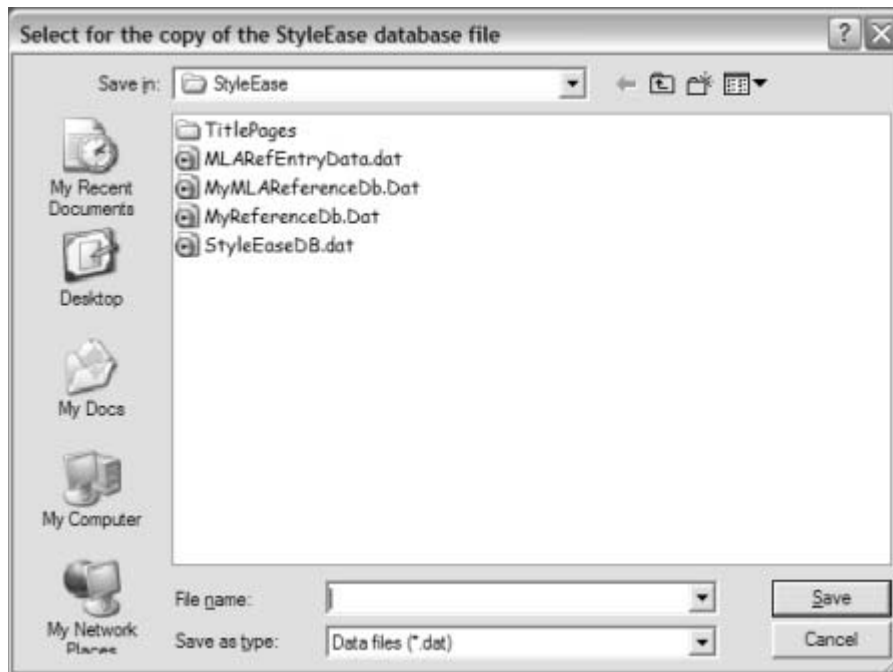
Copying or Backing Up a Database

You can back up or share your *StyleEase* database by saving it somewhere on your computer with a new name.

Note: *StyleEase* databases must be created and maintained by *StyleEase*, so to use a database on a different computer, you must use this command, or manually copy the database file.

To copy your current database to a file, click *Copy* in the *Files* drop-down in the *Database* section of the ribbon tab (Word 2007/2010) or click *Copy Database File* in the menu (earlier versions). Then navigate to where on your computer you want the database copy stored, as shown in Figure 6-5; enter a name for your new database and click *Save*. *StyleEase* saves a copy of your database.

Figure 6-5: Browsing to the copied file location



Printing the Database

To print your database, click *Print* in the *Files* drop-down in the *Database* section of the ribbon tab (Word 2007/2010) or click *Print Entries* in the menu (earlier versions).

StyleEase creates a new, unnamed document that lists each entry in the same format in which it appears in the Reference Entry section of your Chicago style documents. You can use Word's Print command to print the entries, or save the Word document somewhere on your computer.



Index

A

About StyleEase 1
accessing a database 54
accessing database file commands 52
adding special pages 17
applying styles 14

B

backing up database files 52
basic document types 6
bibliography 49
Block Quote 16
Block Quote (1st line indented) 16

C

captions 23, 24
changing
 numbering 42
 page headers 42
 titles 42
changing fonts 48
changing style definitions 43
Chapter Heading 16
Chicago citation styles 6
citations
 creating 35
commands, accessing 8
commands, StyleEase 10
copying database files 55
creating a new database 55
creating a new Document 4
creating citations 35
creating new documents 4
creating references
 from the database 40, 51
Cut and paste 33

D

database
 about 40, 51
 autosave 52
 backup 52
 files 52
 using 40, 51
Database file commands, accessing 52
databases
 copying files 55
 creating 55
 using existing 54
document setup 7
documents
 adding special pages 17
 basic types 6
 changing font used 48
 citation styles 6
 creating 4
 formatting existing 11
 inserting figures 20
 inserting tables 22
 printing 42
 setting up new 7

E

editing title pages 12, 49
entering reference entry information 29
existing documents
 formatting 11

F

figures
 caption 24
 inserting 20
First Level Subheading 16
font
 changing 48
formatting
 of existing documents 11

Fourth Level Subheading 16

I

inserting figures 20
inserting tables 22

M

men 8

N

new documents, creating 4
Non-indented (normal) Paragraph 16
Normal (indented) Paragraph 16
numbering pages 42

O

one-of text fields 32
Optional text fields 32

P

page numbering 42
pages
 adding to your documents 17
prepare for printing 42
printing documents 42

Q

quotations
 changing to single-spaced 43

R

reference entries
 entering information in 29
 verifying completeness 34
reference entry screens 30
reference list 49
references
 creating a 2nd list 49
 single spacing 47
required text fields 32

ribbon tab 8

S

saving database files 52
screens
 reference entry 30
Second Level Subheading 16
selecting text
 line-by-line 25
 word-by-word 25
single spacing 47
single-spacing 43
StyleEase
 about 1
 adding special pages 17
 basic document types 6
 changing style definitions 43
 creating citations 35
 creating documents 4
 document setup 7
 entering reference entry data 29
 inserting figures 20
 inserting tables 22
 prepare for printing 42
 printing 42
 reference entry verification 34
 text styles 16
 use with existing documents 11
 using 1, 14, 27
StyleEase commands 10
StyleEase documents 4
StyleEase menu 8
StyleEase ribbon tab 8
styles 16
 Block Quote 16
 Block Quote (1st line indented) 16
 changing definitions of 43
 Chapter Heading 16
 First Level Subheading 16
 Fourth Level Subheading 16
 Non-indented (normal) Paragraph 16
 Normal (indented) Paragraph 16
 Second Level Subheading 16
 Third Level Subheading 16
styles, applying 14

T

tables
 captions 23, 24

- inserting 22
- text fields
 - pasting into 33
- text styles 16
- Third Level Subheading 16
- title pages
 - editing 12, 49

U

- using existing databases 54
- using StyleEase 1, 14, 27