



*StyleEase for Chicago  
and Turabian Style*

*User's Guide*





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# 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/Turabian Style (based on the guidelines in the *Chicago Manual of Style*, 15th Edition and Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th Edition. We refer to these two together as *Chicago/Turabian style*).

*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 Illustrations.

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

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

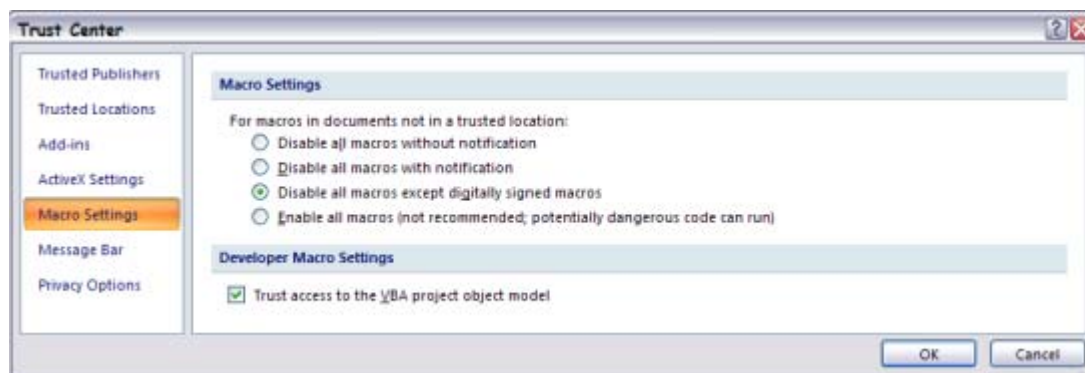
1. [Change Word 2007's Macro Setting](#) to *Disable all macros except digitally signed macros*.
2. Create a new StyleEase document from the Windows *Start Menu*.
3. [Trust the StyleEase Digital Certificate](#).

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's Macro Setting

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

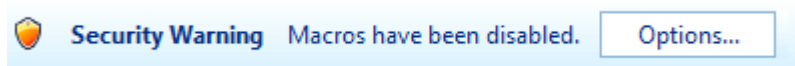


5. Click *OK* to save this change.

### 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 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 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.

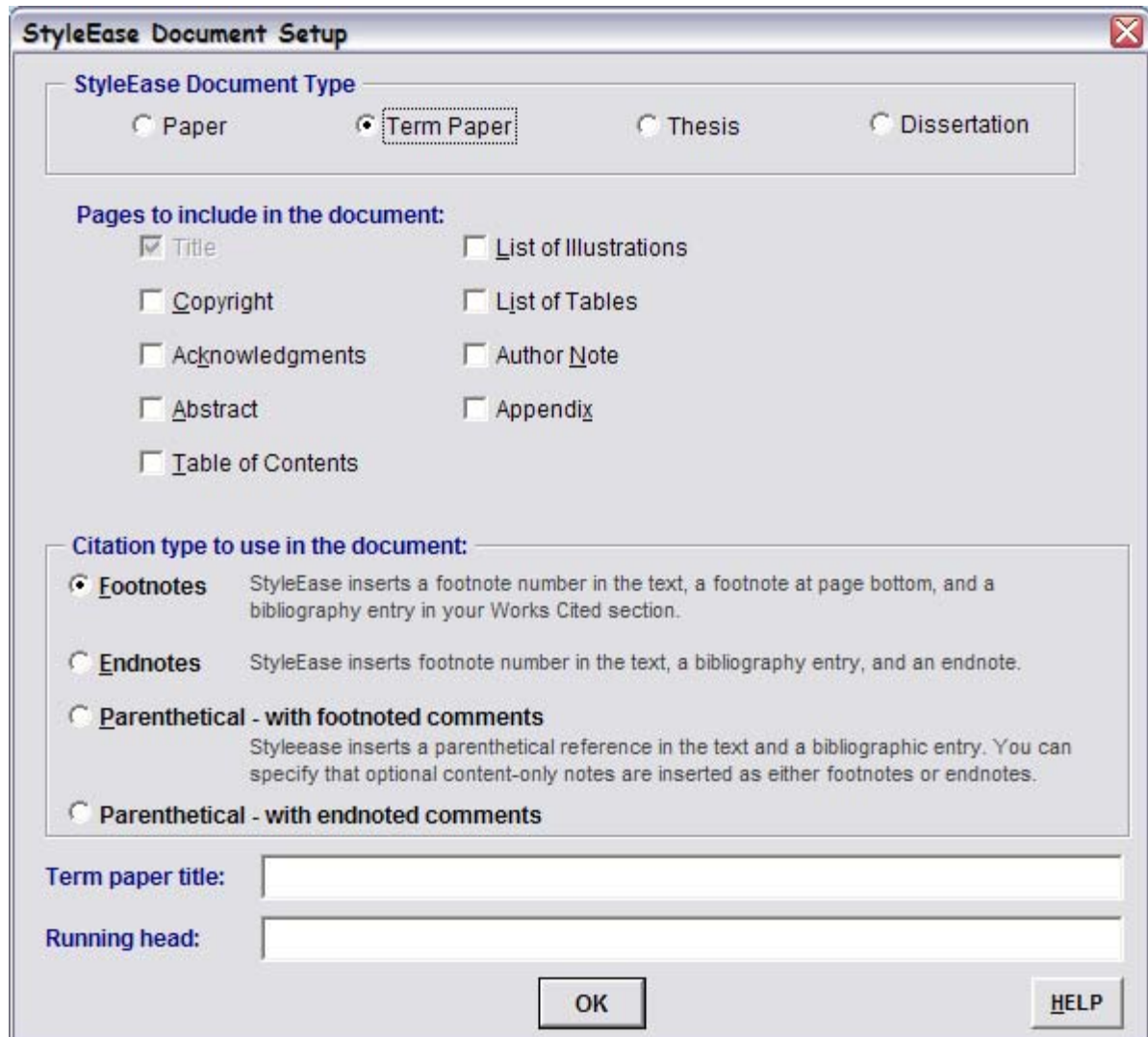
## Creating a New Document

To create a new *StyleEase* document:

- a. Click the Windows *Start* button, then click *All Programs*, and then click *StyleEase*.
- b. Click *Chicago Style Document*. (If you're using a version that has been customized for your institution, click the name of the custom version, e.g. *SWBTS 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 [Basic Document Types](#) topic describes each of the document types you can create with *StyleEase*.

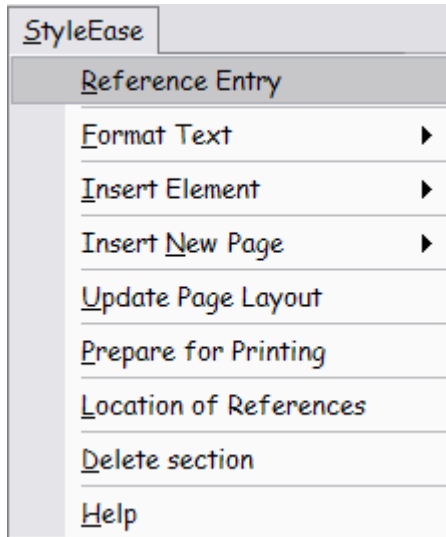
## Using StyleEase Commands

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). 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.

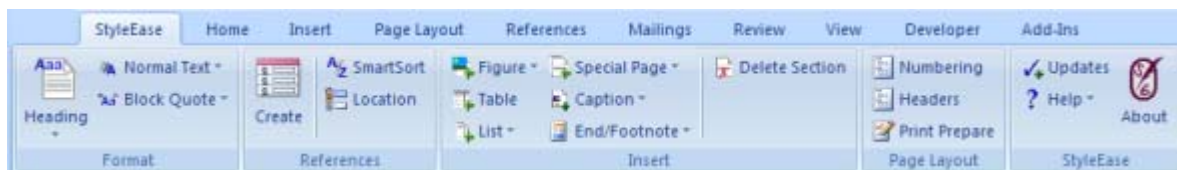
**Figure 1-6: The StyleEase Menu**



## The StyleEase Ribbon Tab for Word 2007

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, apply a style by selecting a style name from one of the drop-down lists in the *Format* section of the *StyleEase* ribbon tab.

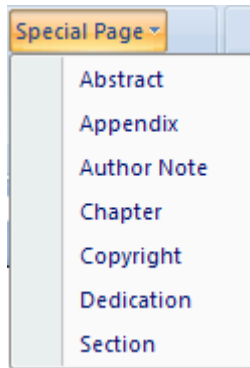
For more information about using our styles, see the [Text Formatting with StyleEase Styles](#) topic.

## 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.

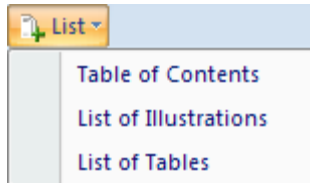
To add a page such as an abstract or appendix, click the *Insert New Page* submenu in the *StyleEase* menu or click the *Special Pages* drop-down in the *StyleEase* ribbon tab. Then select the type of page you want to insert. [Figure 1-8](#) shows selecting a new page to insert in Word 2007.

**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, 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 Illustrations (or 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, 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

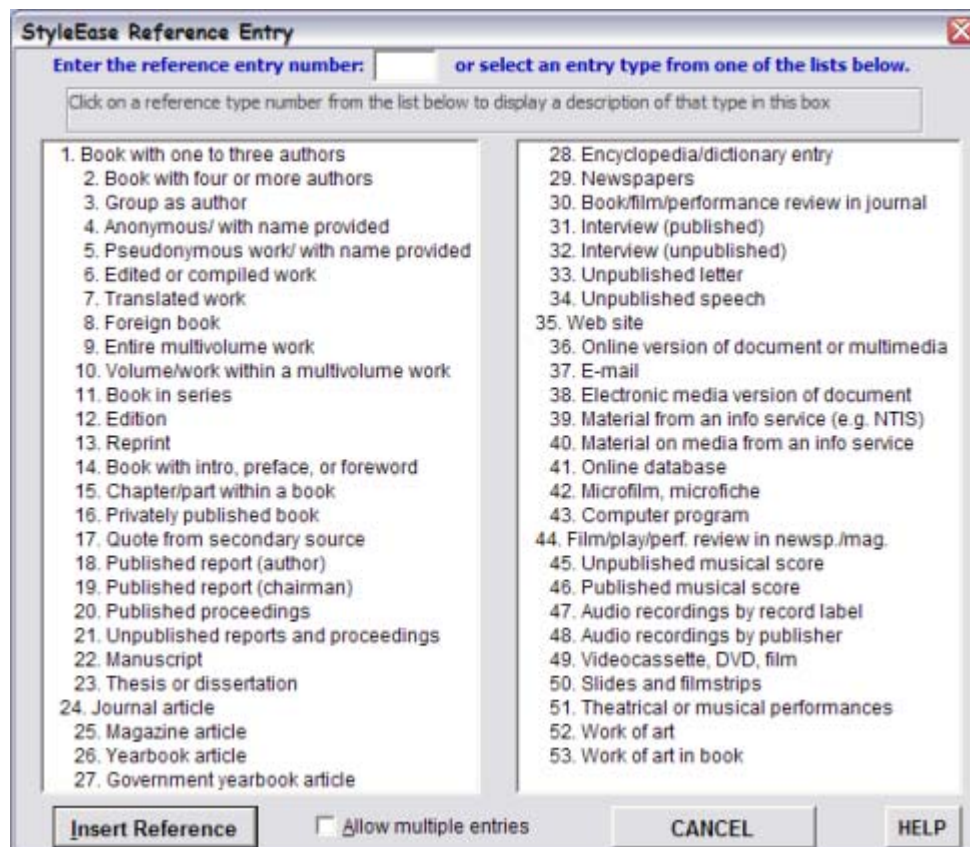
One of the most difficult tasks you face in working with academic documents is citing references. *StyleEase* simplifies and automates this by providing a menu of reference types. After you select the type of reference you want to insert, *StyleEase* asks you for the information required to properly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

- correctly formats the reference
- inserts it into your Works Cited list
- adds a citation, footnote, or endnote to your document

## Creating References Manually

To create a new reference entry, select *Create Reference Entry* from the *StyleEase* menu, or click *Create* in the *References* section of the *StyleEase* ribbon tab. Then select a reference type from the *References* menu that *StyleEase* displays, which is shown in [Figure 1-10](#).

**Figure 1-10: Selecting a reference type**



After you make a selection, *StyleEase* displays an information screen for your reference type. An example is shown in [Figure 1-11](#). Enter information for the reference and click

the *Insert Reference* button to add the reference to your document. Note that *StyleEase* color codes required (red) and optional (blue) fields in each reference information screen.

**Figure 1-11: A reference entry information screen**

The screenshot shows a dialog box titled "StyleEase Book Reference Entry". At the top, there is a dropdown menu for "Add reference:" set to "1. Book, one to three authors", a checked "Insert footnote" checkbox, and an unchecked "Cite Pages" checkbox. Below this are several input fields: "Title:" with the text "The Joy of Drumming", "Author(s):" with "[Ex: Hillerson, Gary -or- Hillerson, Gary, and Mark Lange]", "Title2:", "Editor:", "Translator:", "Edition:", "Pages:", "Volume Num:", "Footnote pages:" with "[Ex: 17]", "Series Name:", "Series Number:", "Publication City:" with "[Ex: New York]", "Publisher:" with "[Ex: Hilly Press]", "Publication Year:" with "[Ex: 1999]", "Other Date:", "Extra Info:", and "Web Address:". Below these fields is a section titled "Your entry as it will appear in Works Cited:" with a large empty text box. At the bottom of the dialog are four buttons: "INSERT REFERENCE", "INSERT REFERENCE w/COMMENT", "CANCEL", and "HELP".

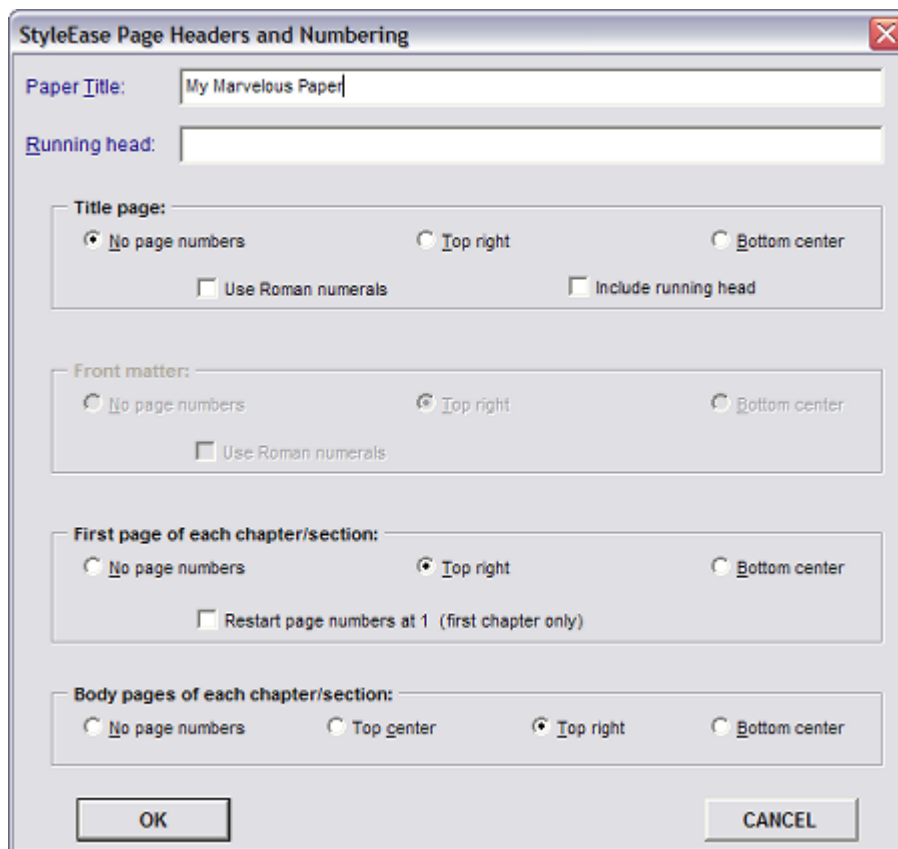
For more information about creating references, see [Citing References](#).

## 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 1-12: Modifying page headers and numbering



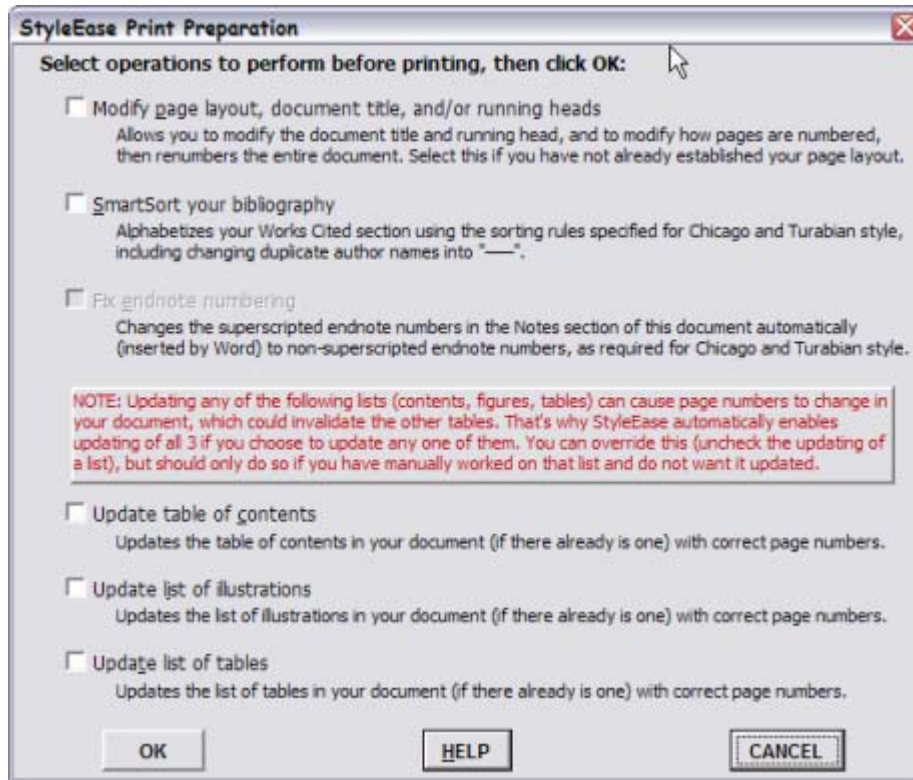
The [Changing Page Headers and Numbering](#) topic provide detailed information about the page layout options.

## 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 your references are correctly sorted (alphabetized) and 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 1-13](#). Select the updates that you want to perform before printing, and then click *OK*.

Figure 1-13: 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:

- [Editing Title Pages](#) tells you how to customize the title pages that *StyleEase* can use
- [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

## **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.

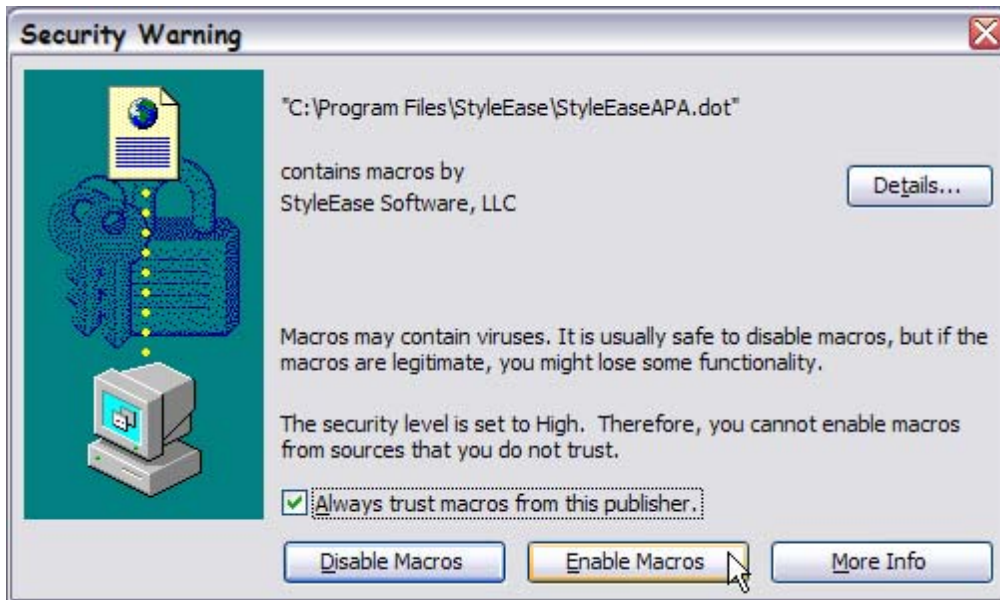
If you tell Word to trust our certificate, then *StyleEase* can run without intervention; otherwise, Word needs to ask you about our safety each time it opens a document.

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

You must enable our macros to use StyleEase. We recommend that you set Word 2007'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'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](#).

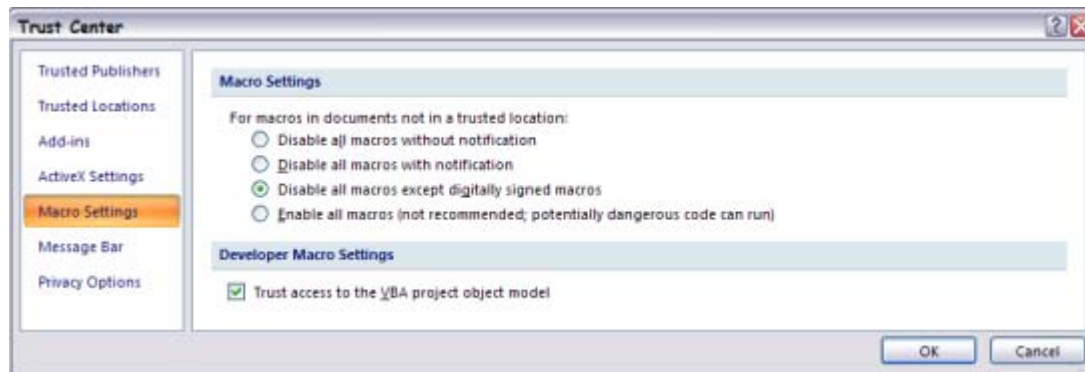
You only need to perform these steps one time on your computer; thereafter, Word will automatically allow any StyleEase documents to run without requiring extra steps.

### Change Word 2007's Macro Setting

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

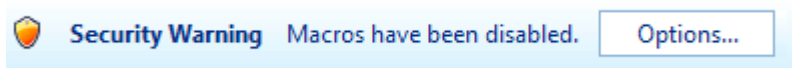


5. Click *OK* to save this change.

## **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 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 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.

## Creating StyleEase Documents

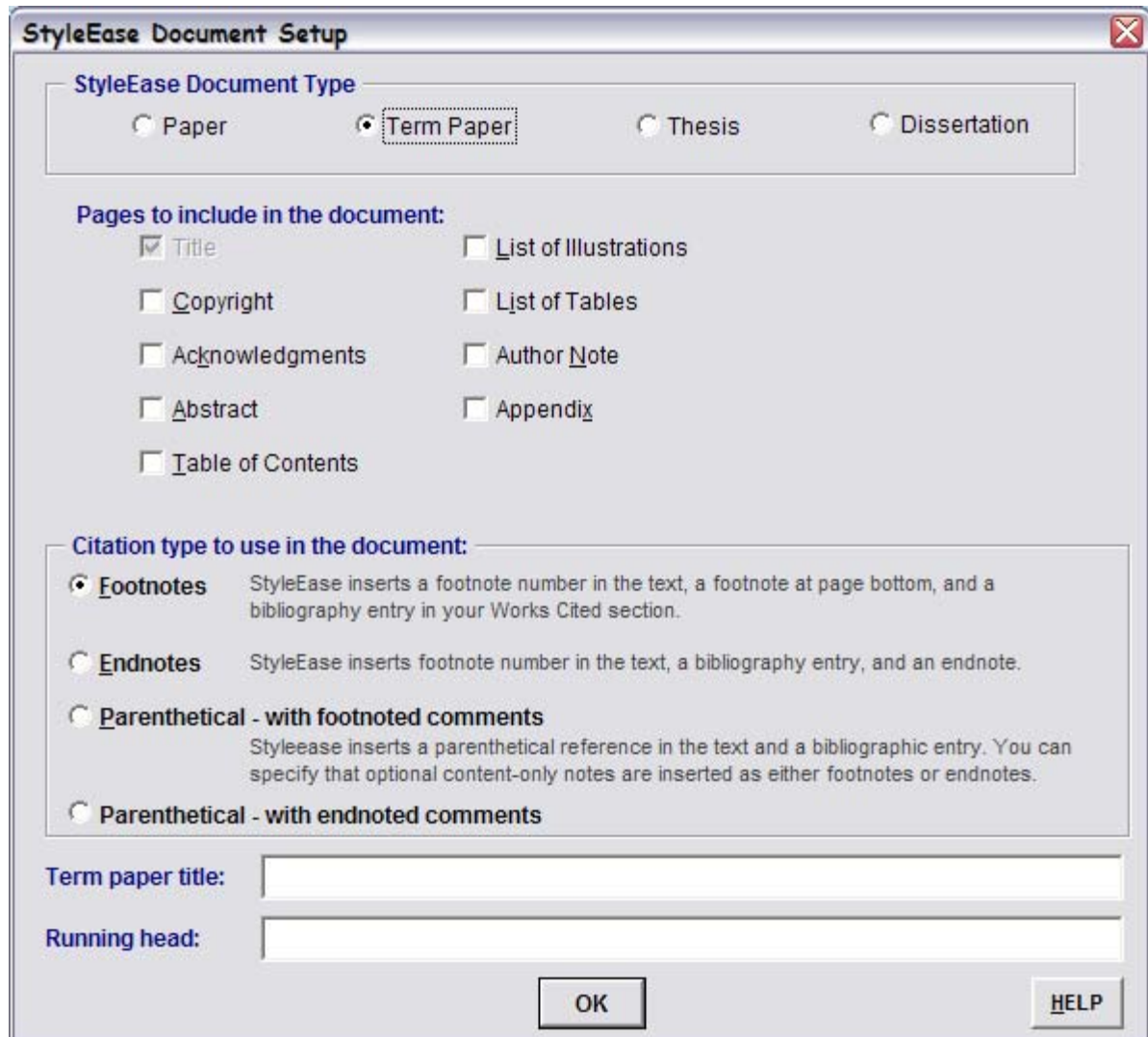
This section describes how to start a new *StyleEase* document. Before creating a new document, make sure that you have your macro security setting in Word set to allow digitally signed software to run, as described in [Editing Title Pages tells you how to customize the title pages that StyleEase can use Enabling StyleEase](#).

To create a new *StyleEase* document:

- a. Click the Windows *Start* button, then *All Programs*, and then click *StyleEase*.
- b. Click *Chicago Style Document*. (If you're using a version that has been customized for your institution, click the name of the custom version, e.g. *SWBTS 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**



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

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.

[Click here](#) to view an interactive demonstration of creating a *StyleEase* document.

## 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**

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

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: Document setup options**

Option	Description
<i>Document type</i>	Click one of these buttons to choose which document type you want to create: paper, term paper, thesis, or dissertation. The <a href="#">Basic Document Types</a> topic provides descriptions of each type.  <b>Note:</b> You cannot change the type of a document after you create it.
<i>Pages to include</i>	Select pages that you want included in your document. 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.  <b>Note:</b> You can add or delete special pages and lists whenever you want.
<i>Citation type</i>	Select whether you want to use footnotes, endnotes, or parenthetical citations in your document. This is usually dictated by the institution or publication for which you're writing.
<i>Title page title</i>	Allows you to enter the title that you want shown on the title page of your document. You can change this at any time.
<i>Running head</i>	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.

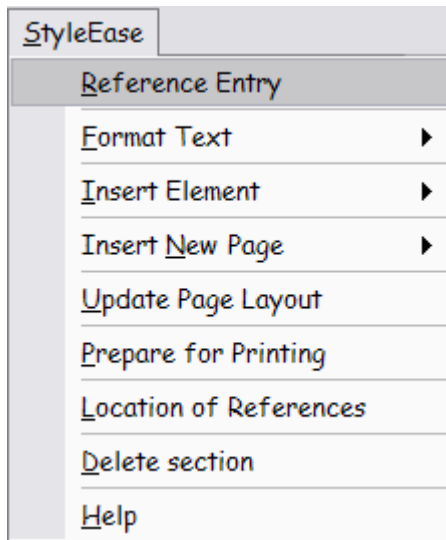
## Using the StyleEase Commands

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). These commands automate and simplify the writing of your documents.

### The StyleEase Menu

The *StyleEase* menu, shown in [Figure 2-6](#), 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 click a command in the submenu.

**Figure 2-6: The StyleEase menu**

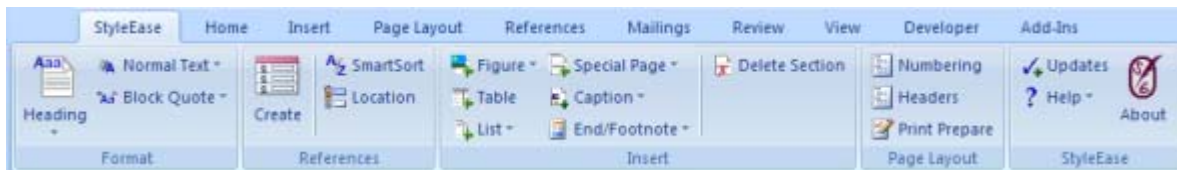


For information about each command, see [The StyleEase Commands](#).

### The Word 2007 StyleEase Ribbon Tab

The *StyleEase* ribbon tab, shown in [Figure 2-7](#), 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.

**Figure 2-7: The StyleEase Ribbon Tab**



For more information about each StyleEase 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 ribbon tab.

**Table 2-3: Accessing the StyleEase Commands**

Early Word Version	Word 2007 Ribbon Tab		
Menu Command	Section	Command	Description
<i>Create Reference Entry</i>	References	<i>Create</i>	Displays the <i>StyleEase Reference Entry</i> menu.
<i>Format Text</i>	Format	<i>APA 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 <a href="#">Text Formatting with StyleEase Styles</a> .
<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"> <li>• <a href="#">Inserting Figures</a></li> <li>• <a href="#">Inserting Tables</a></li> <li>• <a href="#">Adding Special Lists</a></li> <li>• <a href="#">Adding Captions</a></li> </ul>
<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 <a href="#">Adding Special Pages and Sections</a> .
<i>Update Page Layout</i>	Page Layout	<i>Numbering</i> <i>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 <a href="#">Changing Page Headers and Numbering</a> .
<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 <a href="#">Updating Your Document for Printing</a> .
<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 Works Cited section. For more information, see <a href="#">Creating a Second References Section</a> .

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

Early Word Version	Word 2007 Ribbon Tab		
Menu Command	Section	Command	Description
<i>Delete Section</i>	Insert	<i>Delete Section</i>	Allows you to delete an entire section of your document with one click.
<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](#).

## 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

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, which in almost all cases is:  
`C:\Program Files\StyleEase\TitlePages`.

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](#)

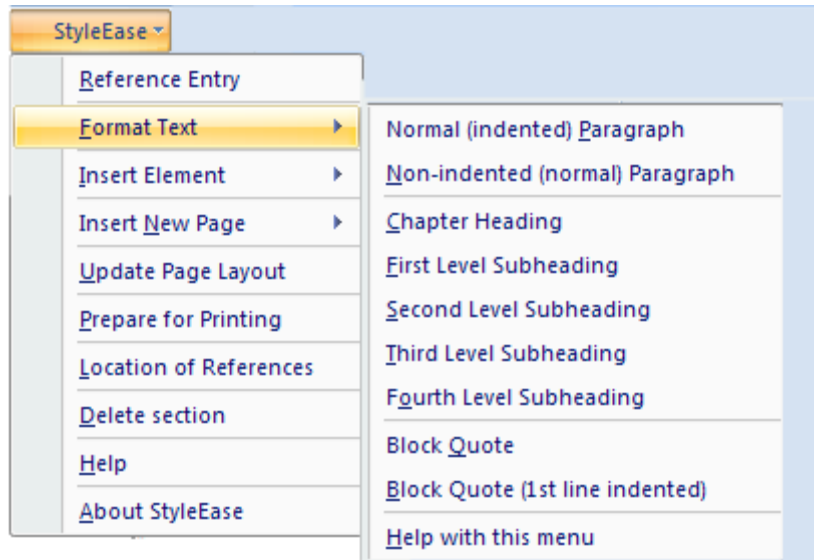
## **Text Formatting with StyleEase Styles**

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 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.

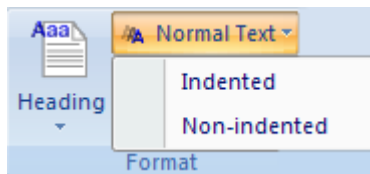
To apply a style with Word 2003 and earlier versions of *StyleEase*, click *Format Text* in the *StyleEase* menu, and then click the style you want applied, as shown in [Figure 3-1](#).

**Figure 3-1: The StyleEase Format Text menu**



If you are using Word 2007, apply a style by clicking one of the buttons in the *Format* section of the *StyleEase* ribbon tab, as shown in [Figure 3-2](#).

**Figure 3-2: Accessing the styles in Word 2007**



*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**

<b>Format Text Style</b>	<b>Description</b>
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.

**Table 3-1: The StyleEase text styles (continued)**

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.

**Note:** *StyleEase* automatically capitalizes chapter headings. You must type the text exactly as you want it to appear for all other styles.

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.

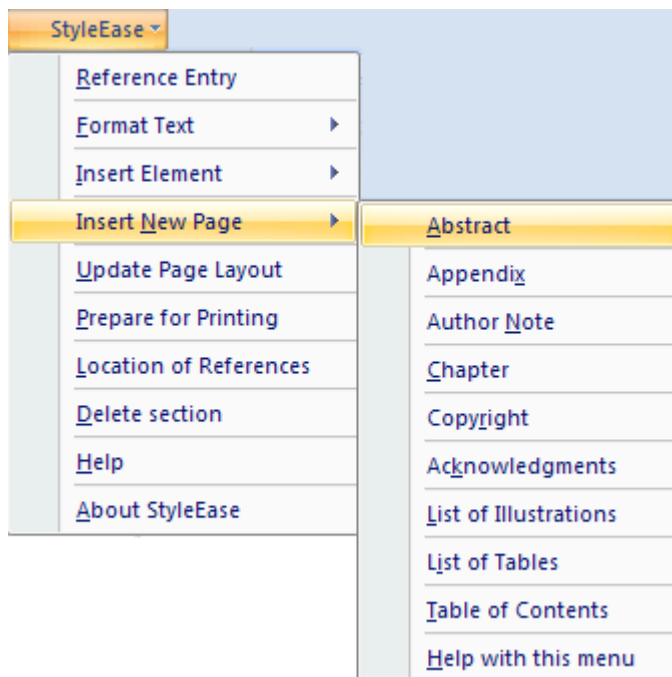
# Adding Special Pages and Sections

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.

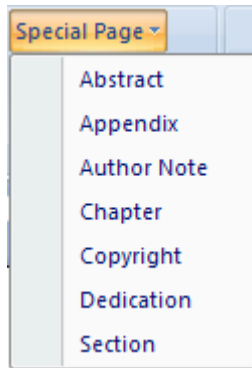
To add a special page in Word 2003 or earlier versions, click the *Insert New Page* submenu in the *StyleEase* menu, which is shown in [Figure 3-3](#). Then select the type of page or section you want to add.

**Figure 3-3: Inserting a new page**



In Word 2007, click the *Special Pages* drop-down in the *StyleEase* ribbon tab, shown in [Figure 3-4](#), and then select the type of page or section you want to insert.

**Figure 3-4: Inserting a New Special Page in Word 2007**



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

**Note:** *StyleEase* automatically updates any List of Illustrations, 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.

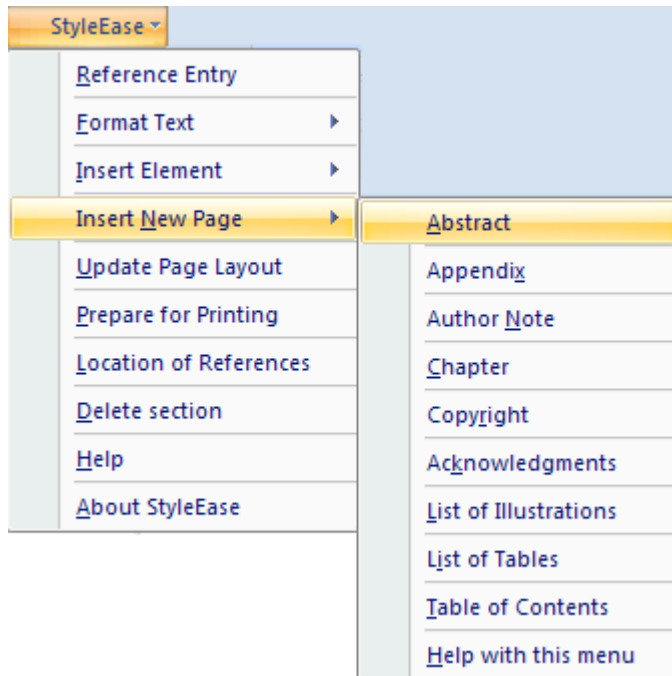
## Adding Special Lists

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.

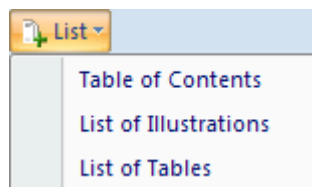
To add a special page in Word 2003 or earlier versions, click the *Insert New Page* submenu in the *StyleEase* menu, which is shown in [Figure 3-5](#). Then select the type of list that you want to insert in your document.

**Figure 3-5: Inserting a new special list**



In Word 2007, click the *List* drop-down in the *StyleEase* ribbon tab, shown in [Figure 3-6](#), and then select the type of list you want to insert.

**Figure 3-6: Inserting a new special list in Word 2007**



*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.

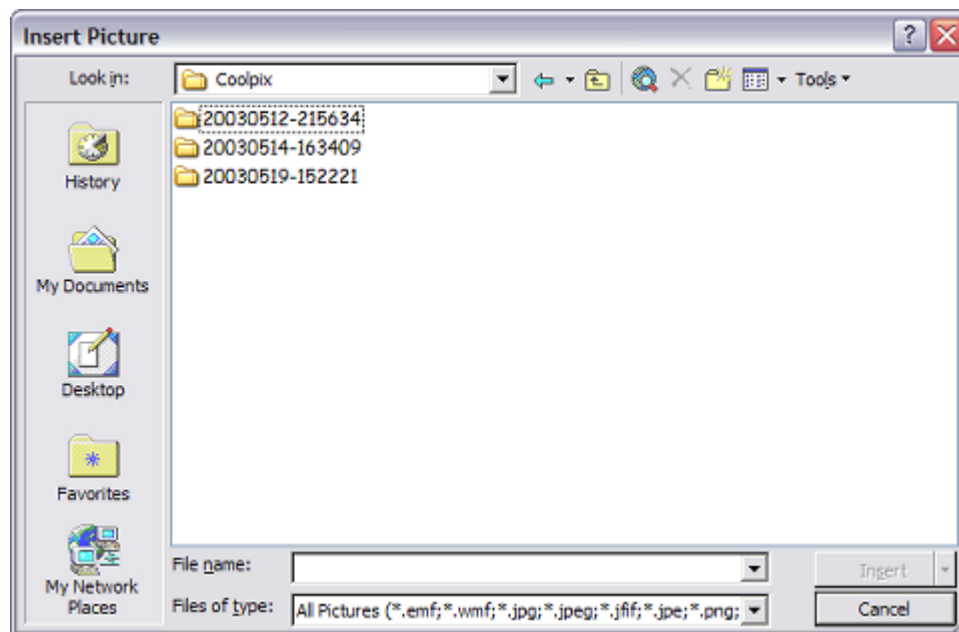
# Inserting Figures

To insert a graphic image (figure) into your document, click the *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. In Word 2007, click the *Figure* dropdown in the *StyleEase* ribbon tab and then select either *From File* or *From 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.

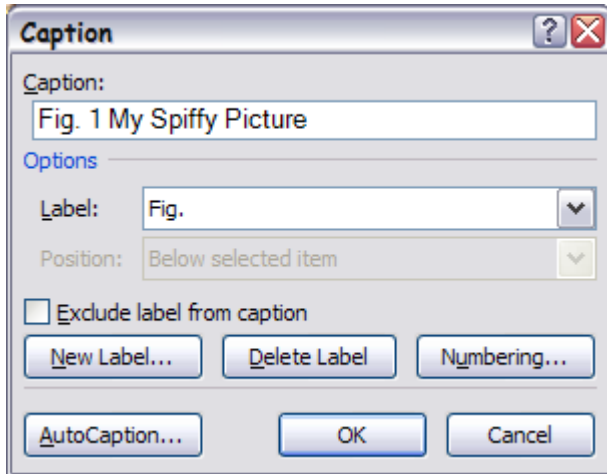
If you're inserting from a file, *StyleEase* will ask you to locate the file on your computer with Word's *Insert Picture* screen, as shown in [Figure 3-7](#).

**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 Figures*, *StyleEase* automatically updates that list with information about the new figure.

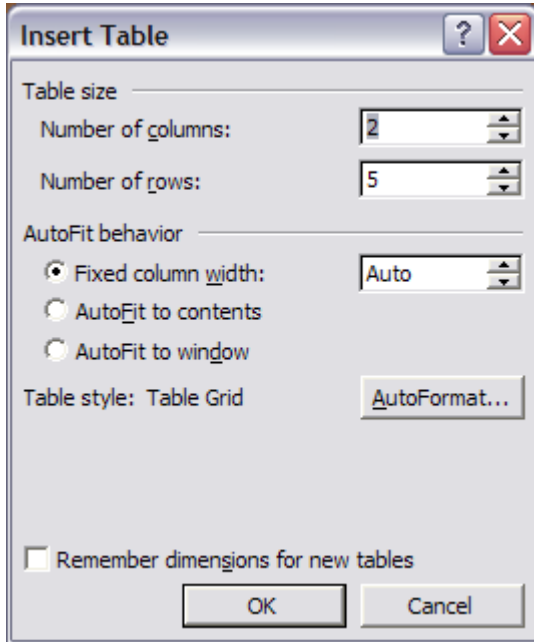
## Inserting Tables

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

**Note:** Before inserting a figure, 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.

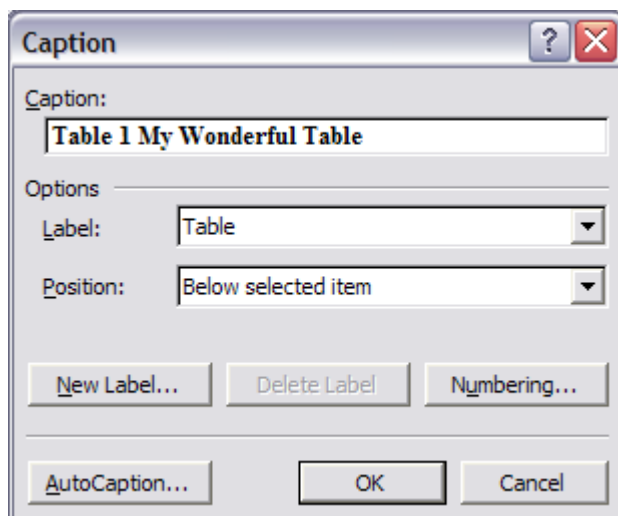
**Figure 3-9: The Insert Table screen**



**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](#). Note that *StyleEase* automatically corrects the spacing in your caption.

**Figure 3-10: The Table Caption entry screen**



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

## Adding Captions

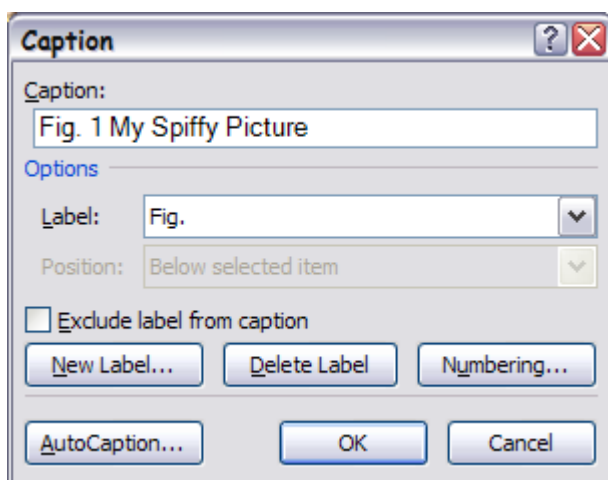
If your document includes figures or tables that do not have captions, you can use *StyleEase* commands to add a caption in Chicago/Turabian style. Your captions are automatically added to any list of figures or list of tables you have.

### Figure Captions

To insert a figure caption, first click in the figure, and then select the *Figure caption* command from the *StyleEase Insert Element* submenu; in Word 2007, select *Figure* 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 3-11](#) 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.

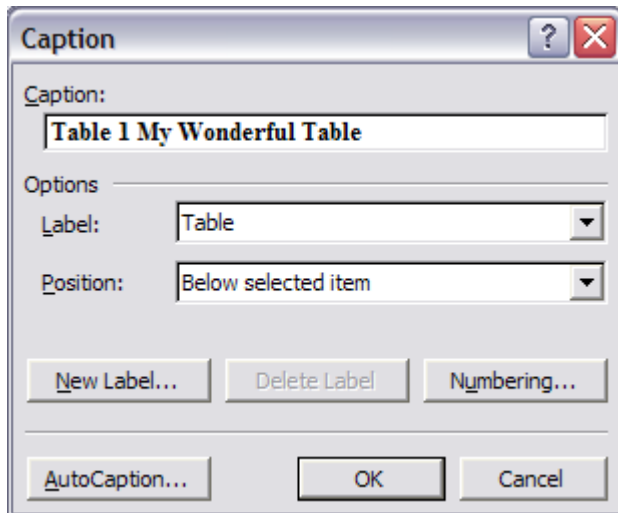
### Table Captions

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, 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.

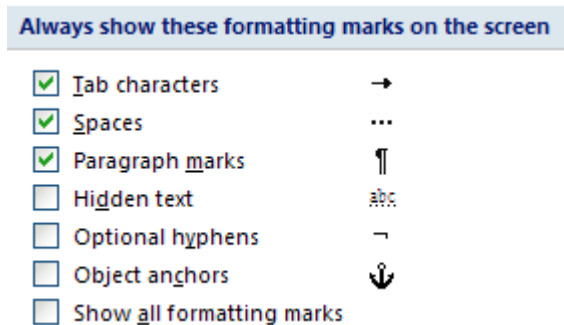
## Displaying Formatting Marks for Easier Editing

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

In Word 2003, 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.

In Word 2007, 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**



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
- inserts it into your Works Cited list
- adds a citation (an endnote, footnote, or parenthetical citation) to your document

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

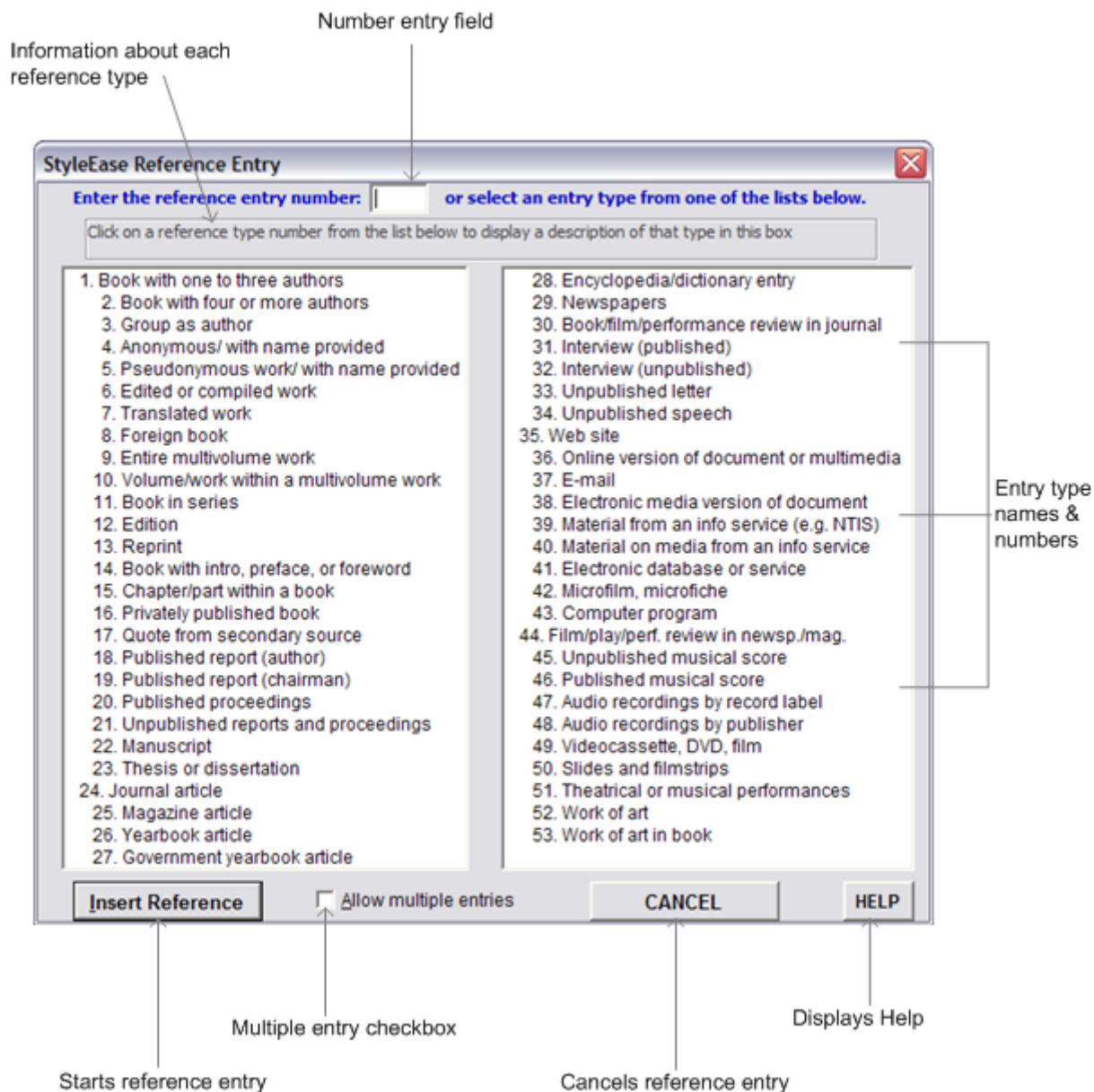
- [Selecting the Reference Type](#) explains using the References menu to select the type of source you are citing.
- [Using Reference Entry Screens](#) explains the features of *StyleEase* reference entry screens.
- [Creating In-text Citations](#) tells you how to customize the in-text citations added for each reference entry that you add.

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

## Selecting the Reference Type

To create a new reference entry, select *Create Reference Entry* from the *StyleEase* menu, or click *Create* in the *References* section of the *StyleEase* ribbon tab. 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.

## Insert Multiple Entries at Once

If you want to create a number of reference entries in a row, without inserting citations, you can use *StyleEase* multiple-entry mode. You typically use this mode to add a number of bibliography entries at the end of your document.

Use this mode by selecting the multiple entry checkbox in the *References* menu. While in this mode, *StyleEase* automatically redisplay the *References* menu after you've inserted a reference entry. This continues until you click *Cancel* in the menu screen.

# 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.

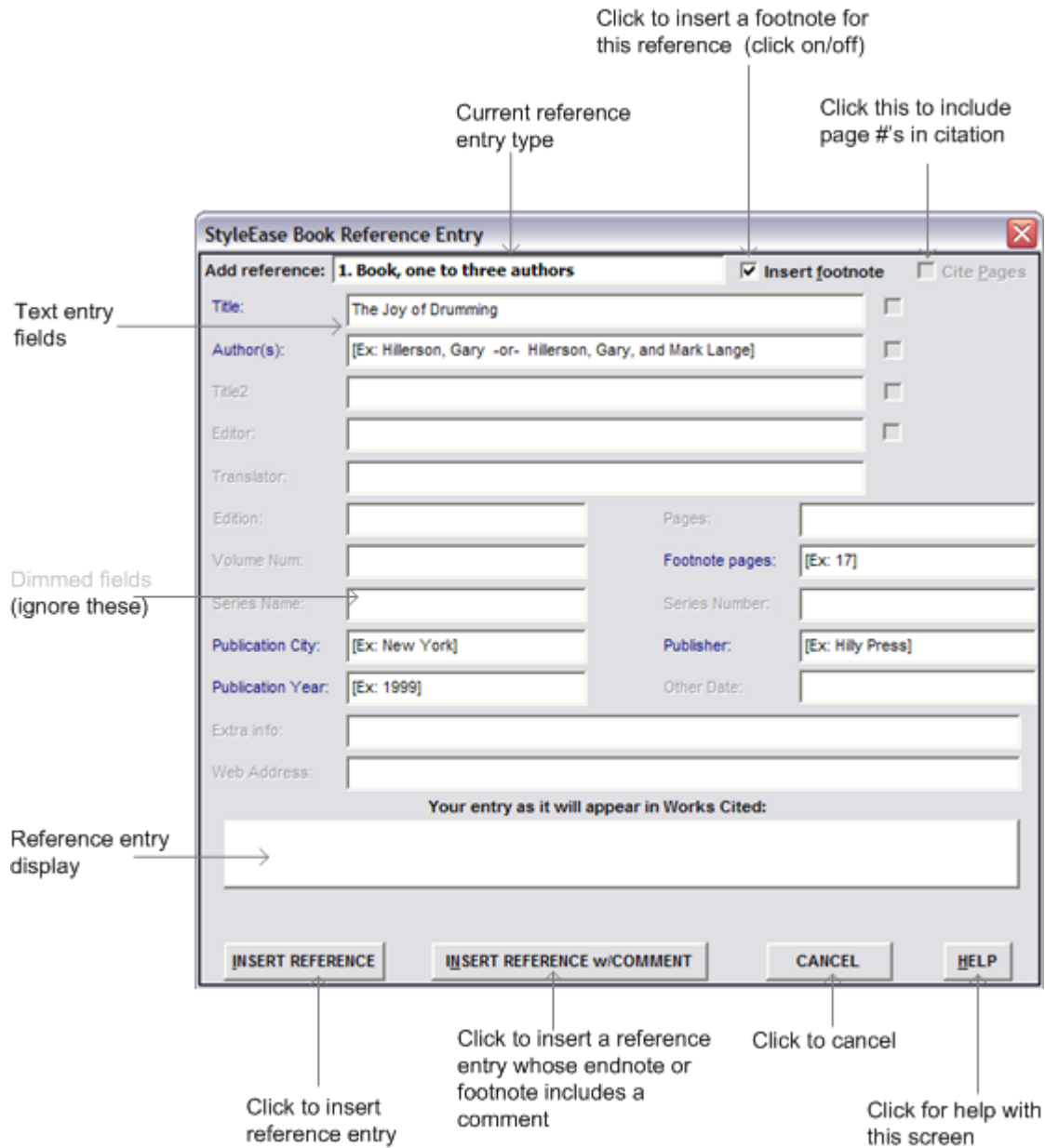
Each reference entry type has its own form screen, with its own set of text and option fields. However, you use all of the reference entry screens in the same way.

- [Reference Entry Screen Components](#) illustrates a typical reference entry screen.
- [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.

## Reference Entry Screen Components

[Figure 4-2](#) shows a typical reference entry screen and its components.

Figure 4-2: StyleEase Reference Entry screen



## 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 4-1](#) to navigate through and/or modify the fields in a form screen.

**Table 4-1: 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
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. You can leave example text showing in the field if you don't want to enter any value for it.	Press the Tab key
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 4-3](#). Then press F2 again or move the insertion point to another field to turn off the sample text display.

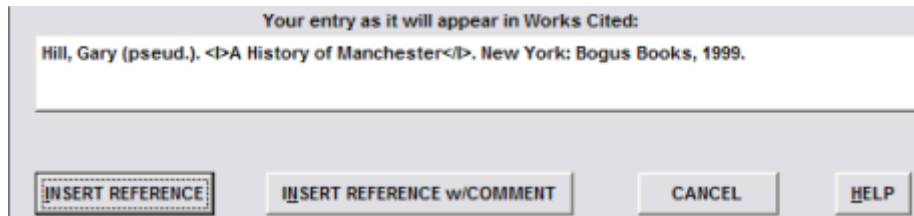
**Figure 4-3: Redisplaying the example text for a text field**



## 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 4-4: 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>, <B>, <U> and </I>, </B>, </U> to bracket them. The entry in your document will contain actual italics, bold face, or underlining.

## Alphabetizing (Sorting) References

To alphabetize your list of references, you need to use the *StyleEase SmartSort* feature, which applies all of Chicago/Turabian Style sorting rules to the references. In Word 2007, you can click *SmartSort* in the *StyleEase* ribbon tab.

And in any version of Word, you can click *Prepare for Printing* in the *StyleEase* menu or click *Print Prepare* in the ribbon tab to display the *Print Preparation* screen. Then select *SmartSort your bibliography* and click *OK*.

**IMPORTANT:** It's a good idea to visually inspect the sorting of reference entries. There may be unique reference entries that do not get sorted in the correct order.

### Rearranging the Order of Reference Entries

If your institution requires further refinement of the sorting, such as arranging consecutive entries by an author in chronological rather than alphabetical order, you can manually cut and paste entries.

Be certain to cut the entire paragraph by triple-clicking your mouse in it and pressing CTRL-X. Then move the insertion point to where you want the reference inserted, and press CTRL-V.

## Creating In-text Citations

*StyleEase* automatically creates citations in your documents whenever you create a reference entry. You can create citations in three formats:

- footnoted citations
- endnoted citations
- parenthetical reference citations

This section describes *StyleEase* citations in the following topics:

- [Selecting Your Document's Citation Type](#) describes the different types of citations that you can use in *StyleEase* documents.
- [Inserting and Editing Footnotes and Endnotes](#) describes using note citations in your documents.
- [Using Parenthetical References](#) describes using parenthetical citations in your documents.
- [Adding Content-only Notes](#) describes how to add content-only notes, which are notes that are not related to a specific reference source.

**Note:** This guide uses the term *note* to refer to a footnote or endnote, and uses the term *citation* to refer to a footnote, endnote, or parenthetical reference.

## Selecting Your Document's Citation Type

You can only use one citation type in a document (you can't mix endnotes and footnotes, or notes and parenthetical references), so *StyleEase* asks you to specify the citation type when you create the document, in the *Document Setup* screen, which is described in [Document Setup Options](#).

You can choose from among four citation types for each *StyleEase* document you create. [Table 4-2](#) describes the four types.

**Table 4-2: Citation types**

Citation type	Description
<i>Footnotes</i>	<p>When you insert your reference, <i>StyleEase</i>:</p> <ul style="list-style-type: none"> <li>• adds an entry to your Works Cited list</li> <li>• inserts a footnote at the bottom of the current page</li> <li>• inserts a superscripted footnote number at the current location in your document</li> </ul>
<i>Endnotes</i>	<p>When you insert your reference, <i>StyleEase</i>:</p> <ul style="list-style-type: none"> <li>• adds an entry to your Works Cited list</li> <li>• inserts an endnote in the Notes section at the end of your document</li> <li>• inserts a superscripted endnote number at the current location in your document</li> </ul>
<i>Paranthenetical - with footnoted comments</i>	<p>When you insert your reference, <i>StyleEase</i>:</p> <ul style="list-style-type: none"> <li>• adds an entry to your Works Cited list</li> <li>• inserts a paranthenetical citation at the current location in your document</li> </ul> <p>Whenever you insert a content-only note (see <a href="#">Adding Content-only Notes</a>), <i>StyleEase</i>:</p> <ul style="list-style-type: none"> <li>• inserts the comment footnote at the bottom of the current page</li> <li>• inserts a superscripted footnote number at the current location in your document</li> </ul>
<i>Paranthenetical - with endnoted comments</i>	<p>When you insert your reference, <i>StyleEase</i>:</p> <ul style="list-style-type: none"> <li>• adds an entry to your Works Cited list</li> <li>• inserts a paranthenetical citation at the current location in your document</li> </ul> <p>Whenever you insert a content-only note (see <a href="#">Adding Content-only Notes</a>), <i>StyleEase</i>:</p> <ul style="list-style-type: none"> <li>• inserts the comment endnote in the Notes section at the end of your document</li> <li>• inserts a superscripted endnote number at the current location in your document</li> </ul>

## Inserting and Editing Footnotes and Endnotes

If you have specified that you want to use footnotes or endnotes in a document, *StyleEase* inserts a note whenever you create a reference entry. You can unselect the *Insert* checkbox in the reference entry screen if you don't want a note for an entry you create.

**Figure 4-5: Selecting whether to insert a footnote or endnote**



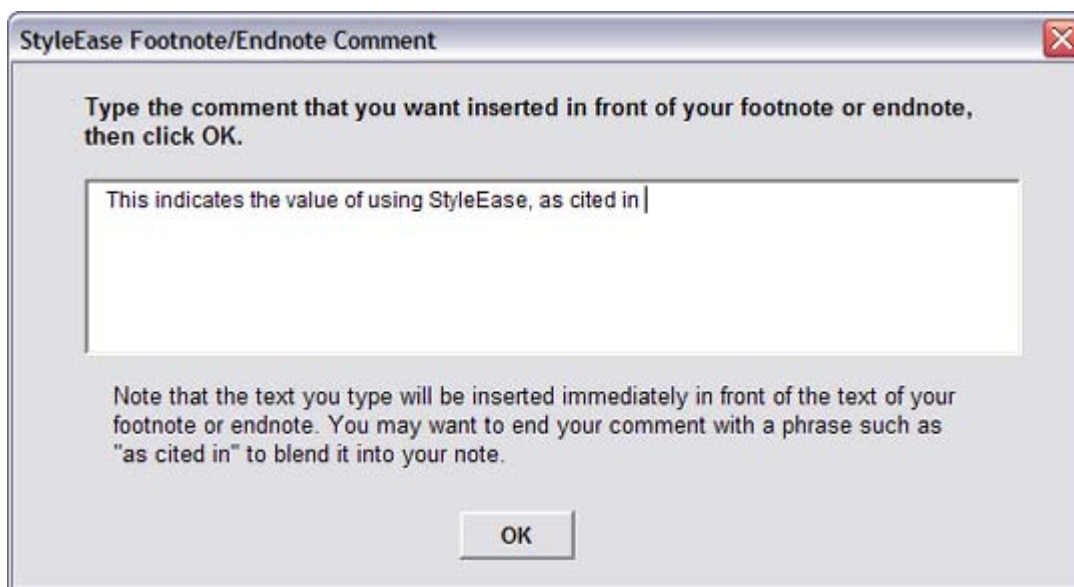
*StyleEase* uses the information you enter for the reference entry to format footnotes and endnotes in accordance with Chicago/Turabian style.

### Adding Comments to Footnotes and Endnotes

You can insert comment text in front of any endnote or footnote that you add to your document by clicking *Insert Reference with Comment* button instead of the *Insert Reference* button in the reference entry screen.

*StyleEase* inserts the reference entry into your Works Cited section, and then displays the *Insert Footnote/Endnote Comment* screen, shown in [Figure 4-6](#).

**Figure 4-6: The Insert Footnote/Endnote Comment screen**

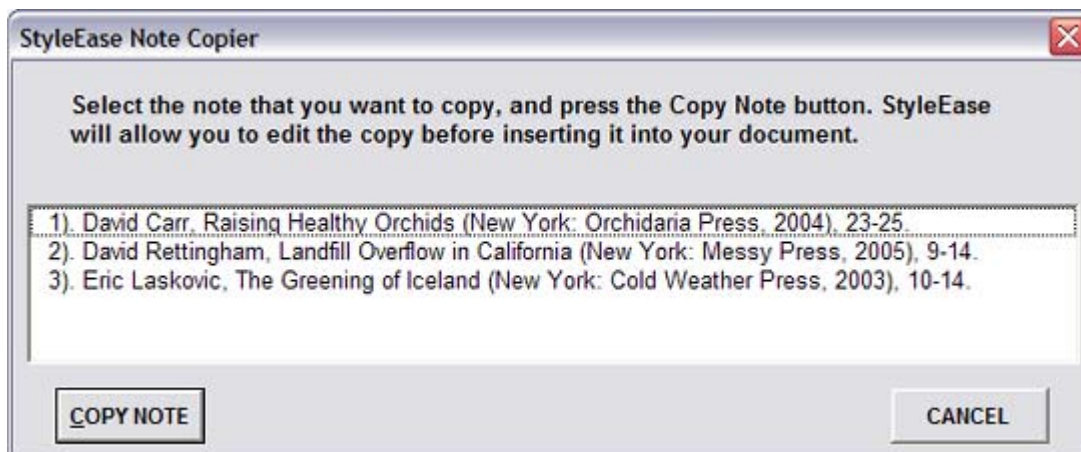


*StyleEase* inserts whatever text you type in front of the new footnote (at the bottom of the page) or endnote (in the Notes section). In most cases, you should end your comment with a phrase such as `as cited in`.

## Creating Edited Copies of Notes

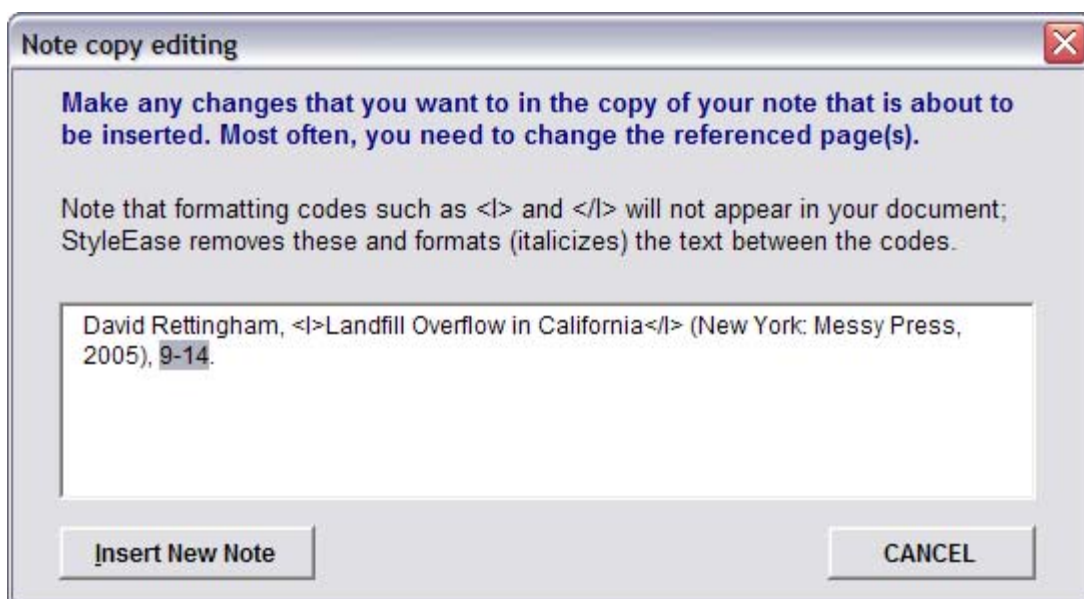
If you want to create an additional footnote or endnote for a source you've already cited, click *Copy of endnote/footnote* in the *StyleEase Insert Element* menu. *StyleEase* displays all of your notes, and allows you to pick the one you want to copy.

**Figure 4-7: The note copying screen**



After you select a note to copy, you can use the note editing screen to modify the copy:

**Figure 4-8: The note editing screen**



You typically need to modify the page numbers to which the note is referring, or shorten the note to *Ibid.*; for example, "Ibid., 3." After you've made your changes, click *Insert New Note* to insert the edited note copy into the current location in your document.

## Using Shortened Versions of Notes Instead of Copying

Chicago/Turabian style allows you to shorten the content of a note (footnote or endnote) in the following circumstances:

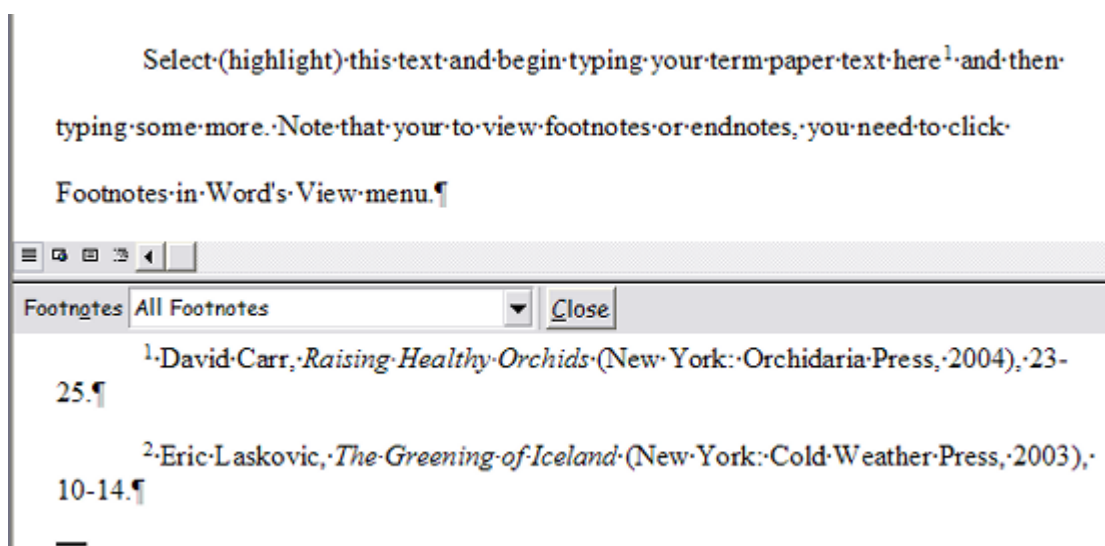
- If the note refers to the same source as did the previous note, you can use *Ibid.* instead of repeating the source information. Typically, you create a footnote entry that looks something like the following: *Ibid.*, 232.
- If the note refers to a source that you have used previously, but there are intervening notes in your document, then you can use a shortened version similar to the following: Lange, *All Things Considered*, 123.

## Viewing Footnotes

You can use one of the following methods to view the footnotes in your Word documents:

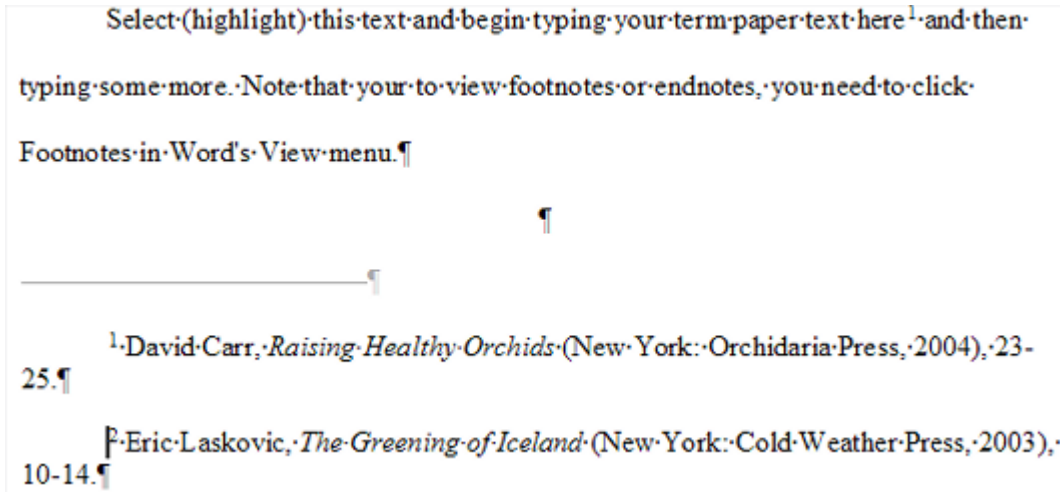
- If you are working in *Normal* view, click *Footnotes* in the *View* menu. Word displays the notes in your document in a split screen at the bottom of the window, as shown in [Figure 4-9](#).

**Figure 4-9: Displaying footnotes in Normal view**



- If you are using *Print Layout* (or *Page Layout*) view, your footnotes appear at the bottom of the page, separated from the body of your paper, as shown in [Figure 4-10](#).

Figure 4-10: Viewing footnotes in Print Layout view



Note that endnotes are displayed on the Notes page at the end of your document.

**Note:** Because the bibliography entries in your Works Cited section are created separately from the corresponding note, Word cannot automatically delete or change the reference entry when you delete or change the note. You must remember to make the change in both locations.

## Deleting Notes

You can delete a note (a footnote or an endnote) from your document by following these steps:

1. Select (highlight) the *note* number that you want to delete. This is the superscripted (small, raised) number that represents the note in the body of your document.
2. Click *Clear* in the *Edit* menu to delete the note from your document.

**Note:** Word automatically renumbers all of the notes in the document after you deleted one.

## Fixing Endnote Numbering

When you use *StyleEase* with Microsoft Word to create endnotes in a document, each endnote is created with Word's endnote number format, which uses superscripted numbers. The Chicago/Turabian standard calls for endnotes numbers to use normal (non-superscripted) numbers instead.

*StyleEase* handles corrects this numbering problem for you: simply click the *Fix endnote numbering* option in the Print Prepare screen, which is described in [Updating Your Document for Printing](#).

## Using Parenthetical References

When you choose parenthetical references as the citation type for your document, *StyleEase* inserts (optionally) a parenthetical reference at the current location in your document whenever you insert a reference entry into your Works Cited section.

**Note:** You can tell *StyleEase* to not insert a citation by unchecking the *Insert Citation* checkbox in the reference entry screen, as shown in [Figure 4-11](#).

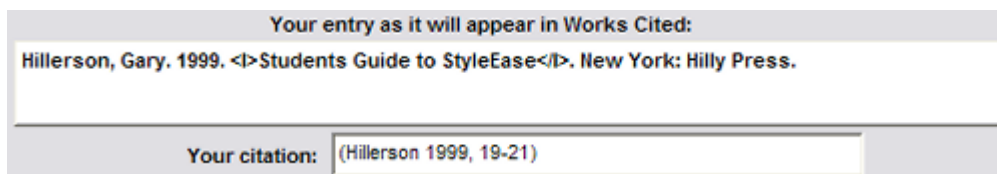
Parenthetical references have the general form (*Author Year*). For example, (Hillerson 1999). If you check the *Insert Pages* checkbox (shown in [Figure 4-11](#)), *StyleEase* will also include in the citation the page number(s) that you specify in the reference.

**Figure 4-11: Parenthetical reference options**



*StyleEase* displays a preview of the parenthetical reference at the bottom of the reference entry screen. This preview is updated whenever you modify a field in the reference entry form. [Figure 4-12](#) shows an example of the citation (and reference entry) preview windows.

**Figure 4-12: Previewing a parenthetical reference**



Note that you can add content-only notes in either footnote or endnote format when using parenthetical citations. See [“Adding Content-only Notes” on page 36](#) for more information.

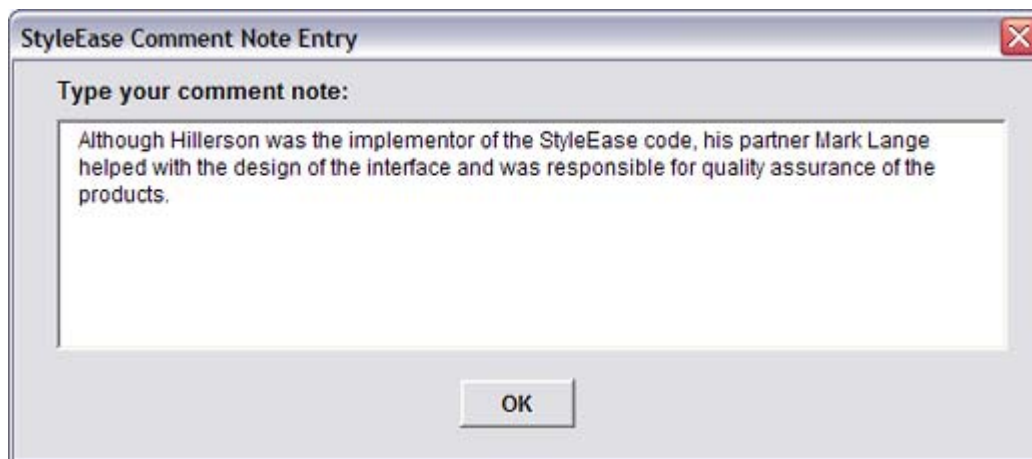
## Adding Content-only Notes

You can use *StyleEase* to add content-only (pure text that does not relate to a specific reference source) footnotes or endnotes. These notes are typically used to provide commentary about a subject.

**Note:** You can also include content-only notes in documents that use parenthetical citations.

To add a content-only note, click *content-only footnote/endnote* in the *StyleEase Insert Element* menu or in the *End/Footnote* drop down in the ribbon, and enter your text in the *Comment Note Entry* screen.

**Figure 4-13: The Comment Note Entry screen**



StyleEase inserts a footnote at the bottom of the current page, or an endnote in the Notes section, depending on what citation type you specified when you created the document.



# 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**

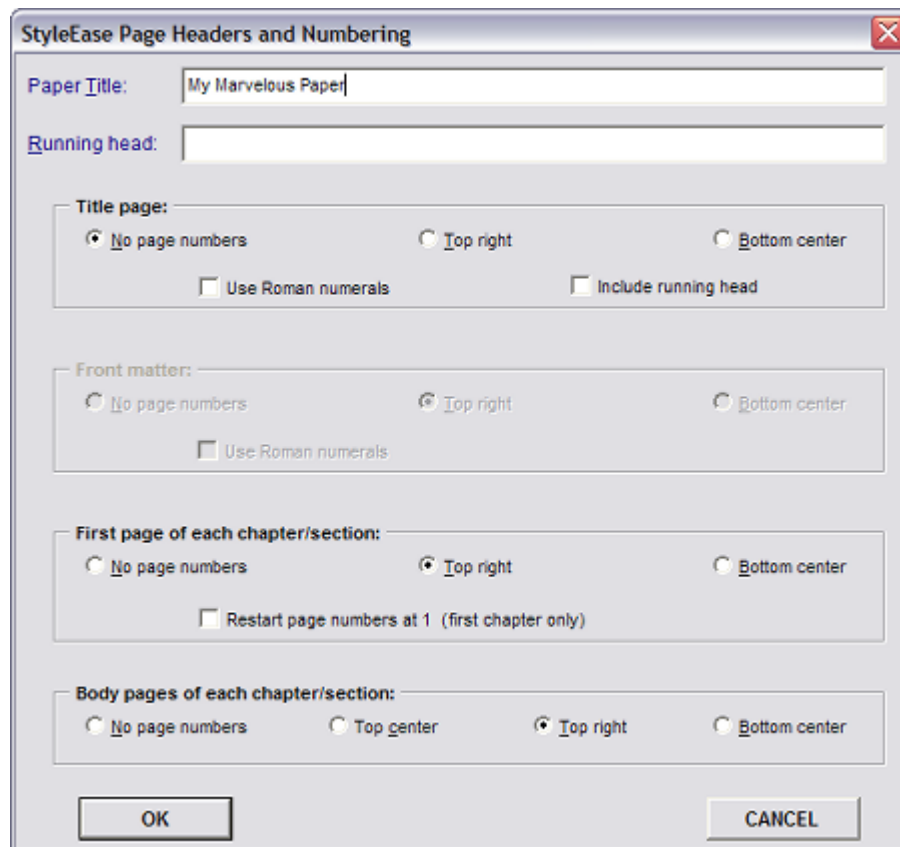
The page layout of your document — its working title, how the pages are numbered, and the running header that appears on each page — is set up for you by StyleEase when you create a new document. You can customize the appearance of your document by modifying these layout characteristics.

To change the layout of your pages, click *Update Page Layout* in the *StyleEase* menu, or click either *Numbering* or *Headers* in the *Page Layout* section of the *StyleEase* ribbon tab. 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.

**Figure 5-1: Modifying page headers and numbering**



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/Turabian 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**

<b>Page(s)</b>	<b>Description</b>	<b>Additional Options</b>
<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 your references are correctly sorted (alphabetized) and 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 5-2](#). Select the updates that you want to perform before printing, and then click *OK*.

Figure 5-2: Preparing for printing

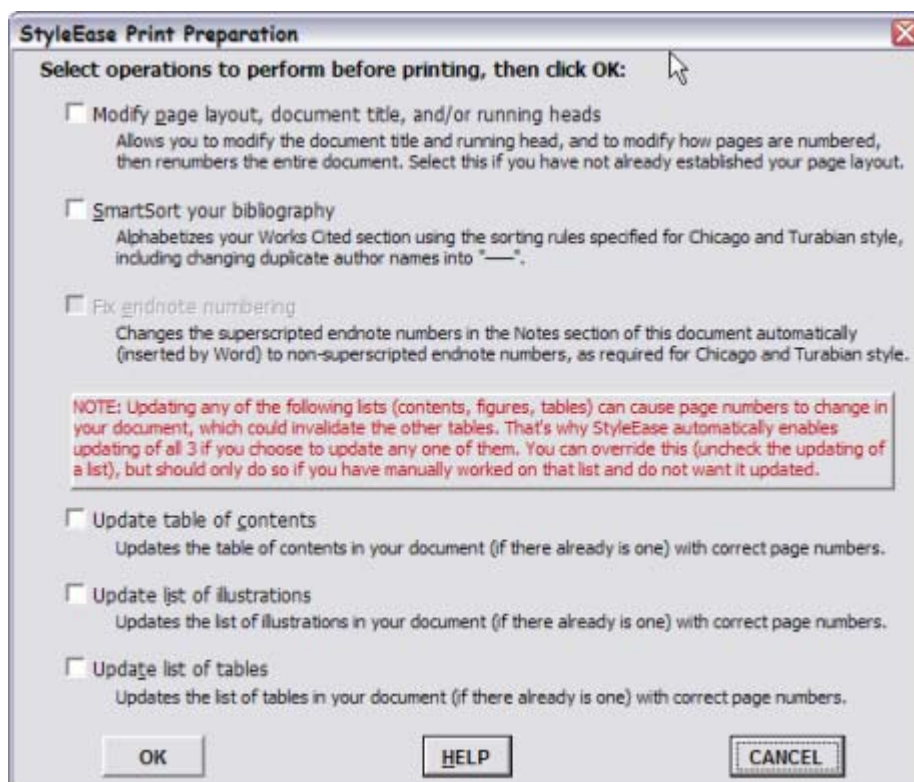


Table 5-2 describes the print preparation options.

Table 5-2: StyleEase print preparation options

Option	Description
<i>Modify page layout, document title, and/or running heads</i>	Select this to have StyleEase open up the Page Headers and Numbering screen before printing. See <a href="#">Changing Page Headers and Numbering</a> for more information.
<i>SmartSort your bibliography</i>	Automatically alphabetizes your References section using sorting rules specified for Chicago/Turabian style. See the <a href="#">Alphabetizing (Sorting) References</a> topic for more information.
<i>Fix endnote numbering</i>	If your document uses endnotes, this fixes Word's default endnote numbering style to the style required for Chicago/Turabian style.
<i>Update table of contents</i>	Automatically updates the Table of Contents for your paper.
<i>Update list of illustrations</i>	Automatically updates the List of Illustrations (or List of Figures) for your paper, if you have chosen to include one.
<i>Update list of tables</i>	Automatically updates the List of Tables for your paper, if you have chosen to include one.

**Note:** If you manually modify a list like the List of Illustrations 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](#)

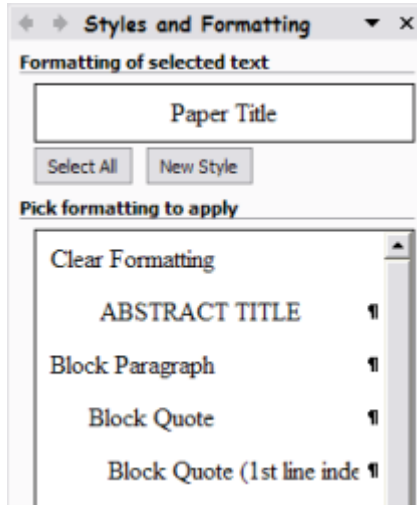
### Making Block Quotes Single-Spaced

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

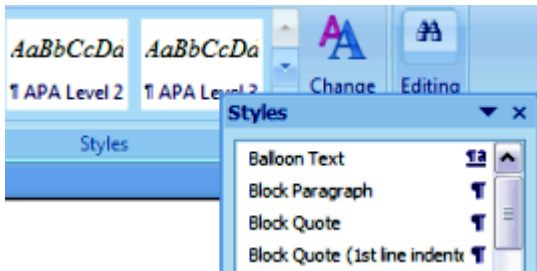
In Word 2003 and earlier, click *Styles and Formatting* in Word's *Format* menu to display the Styles pane, shown in [Figure 5-3](#). Then right-click *Block Quote* and click *Modify*.

**Figure 5-3: The Word 2003 Styles and Formatting Pane**



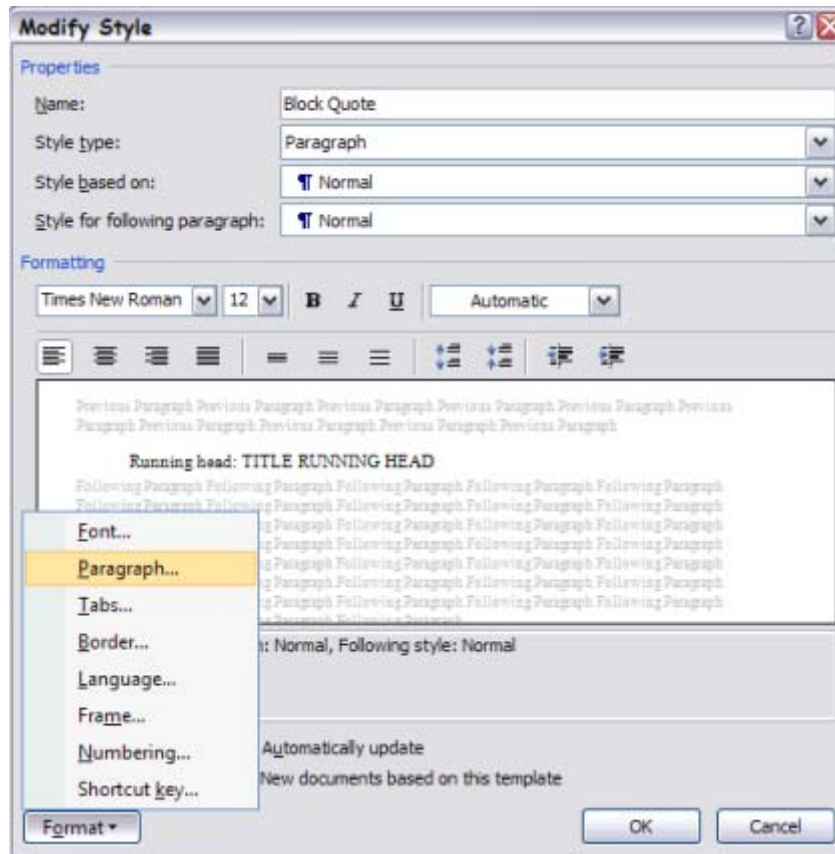
In Word 2007, find the *Styles* section on the *Home* tab of the Ribbon, and click the dialog arrow in the lower-right corner of that section to display the *Styles* pane, as shown in [Figure 5-4](#). Then click *Block Quote*, click the down arrow that appears on its right side, and click *Modify*.

**Figure 5-4: The Word 2007 Styles Pane**



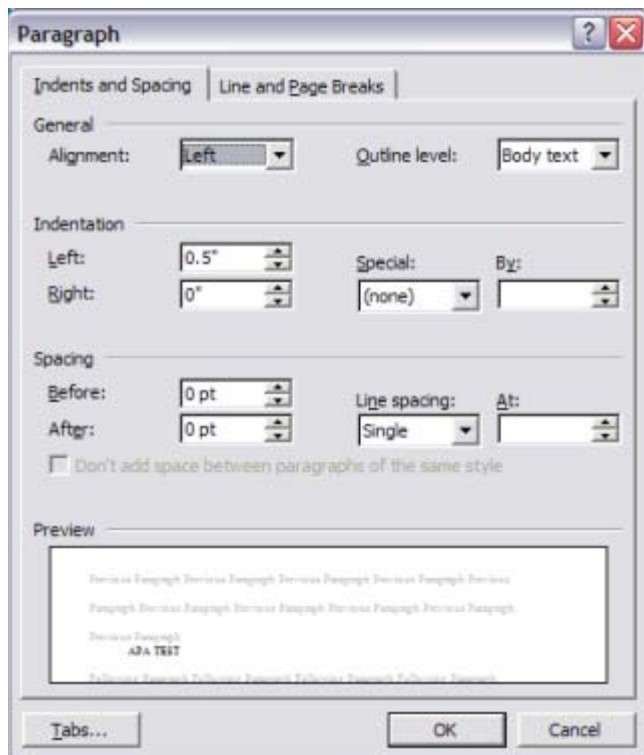
In Word's *Modify Style* screen, click the *Format* down-arrow and select *Paragraph* to modify the paragraph formatting of the *Block Quote* style.

Figure 5-5: Modifying the Block Quote style definition



In the Modify Paragraph style screen that displays, 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*.

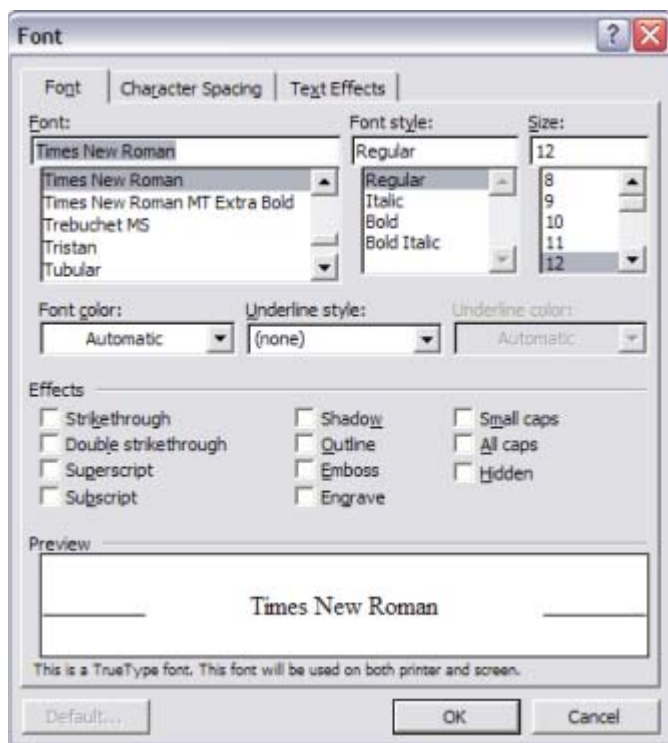
## Changing the Document Font

*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. These pages are stored in the folder where the *StyleEase* program and data files reside on your computer. This is `C:\Program Files\StyleEase` in almost all cases.

Open an Explorer window on your desktop and navigate to `C:\Program Files\StyleEase\TitlePages`. Then edit the title page you want to change, and save it. For example, if you you're going to edit the title page used for Chicago/Turabian-style term papers, edit the `ChiTermPaperTitle.doc` file.

Thereafter, whenever you create a new *StyleEase* document (e.g. an Chicago/Turabian-style term paper), your new document will include the new version of your 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 "d" in *Works Cited*, and once again click the location command in the *StyleEase* menu or ribbon tab.



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