

ScholarWord

The ScholarWord User Manual

ScholarWord User Manual

Documentation by: Xumbrus Software, LLC.



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I. Introducing ScholarWord

ScholarWord presents a powerful set of tools and rich information, which facilitate writing academic papers.

If you're a struggling writer, you will find that ScholarWord makes it fun and easy to write your academic papers. If you're an "A student," you will appreciate ScholarWord's power to increase your efficiency and productivity.

How to Use this Manual

The ScholarWord Tutorial is comprised of explanations on how to use the tools and access the information in the program. You can use the table of contents to fast-forward to the question you have, or read the manual from cover-to-cover for learn all about ScholarWord's feature set.

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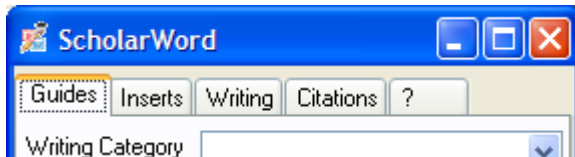
Who Should Use this Manual?

The manual was written for those who want to learn how to use ScholarWord fast! The manual can also be used as a reference tool for any questions that you have in the future. If you can't find the help you need, our support email [is listed](#).

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Overview of ScholarWord Features

ScholarWord has five tabs at the top to allow you to access different features of the program:




- 1.) The “**Guides**” tab brings you to the section of the program that contains our academic writing guides.
- 2.) The “**Inserts**” tab brings you to the section of the program that contains our tools for inserting your cover page, or honor code, or confidentiality notice.
- 3.) The “**Writing**” tab brings you to the section of the program that contains explanations and examples of common writing mistakes made by students.
- 4.) The “**Citations**” tab brings you to the section of the program that contains our powerful citation tools and information for various writing styles.
- 5.) The “**?**” tab provides purchase information and serial number entry, online help files, and more!
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ScholarWord Quick F.A.Q.

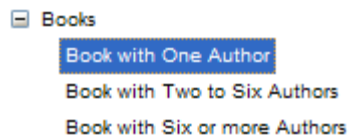
We have identified four questions that seem to be the greatest stumbling blocks to learning ScholarWord.

1.) What do the plus signs "+" mean?

When you see a "+" sign in a box (e.g.  Common Errors) that means that it contains sub-categories. You can click the plus sign to have the sub-categories "drop-down" so you can access them.

2.) I clicked on a citation type, but nothing happens!

When you want to insert a citation or access in-text documentation explanations/examples you must "double-click" the topic for the form to be presented:



A single click will highlight the topic blue, but you must "double-click" to make the citation form show.

3.) How do I enter the documentation information into the citations forms?

If you don't understand how to enter information into the citation forms, move your mouse over the control on the form and you will be presented with a "tool tip."

Book with One Author

Author's Name (See Tooltip for Example)

Year of Publication

Use the author's initials only, even if the full name is given. Example: Mercer, J.D.

You can also click “preview” in the lower right hand of the citation form to preview the citation. If something doesn’t look “right,” you can go back and change the information you entered.

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II. Paper Guides

ScholarWord contains Paper Guides that give you instant accessibility to rich information for a variety of writing categories and papers.

Complete List of Paper Guides

Analytical Writing

- Analysis of a Process
- Cause and Effect Paper
- Essay of Classification
- Essay of Comparison
- Essay of Definition
- Essay of Evaluation
- Problem and Solution Paper

Speech Writing

- Speech

Writing about Literature

- Extended Literary Analysis
- Limited Literary Analysis
- Personal Response
- Writing about Literature (Review)

Personal Writing

- Essay of Experience
- Personal Essay
- Personal Reminiscence

Persuasive Writing

- Editorial
- Essay of Argumentation
- Personal Commentary
- Position Paper

Report Writing

- Compiled Report
- Interview Report
- Observation Report
- Personal Research Report
- Summary Report

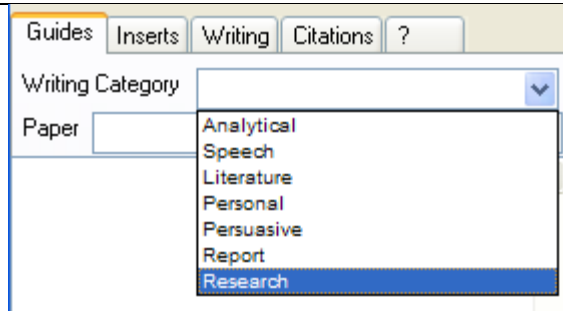
Research Writing

- MLA Style Research Paper
- APA Style Research Paper

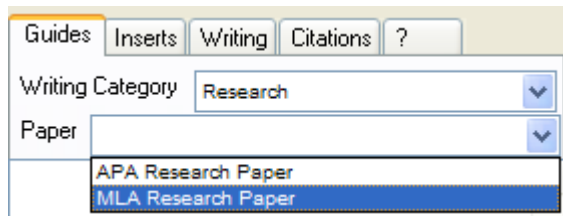
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Selecting and Using Paper Guides

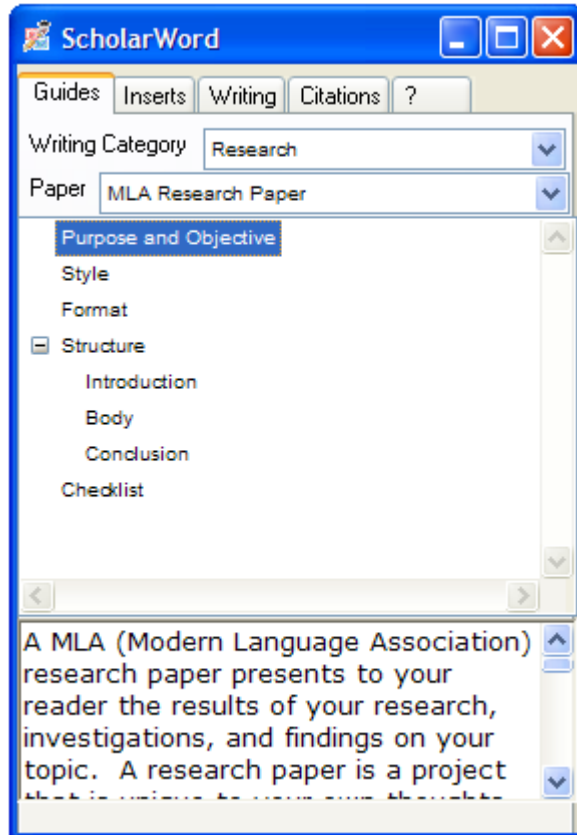
It is very easy to select and use the writing guides. First, select a writing category:



Next, select the type of guide that corresponds to your writing assignment:



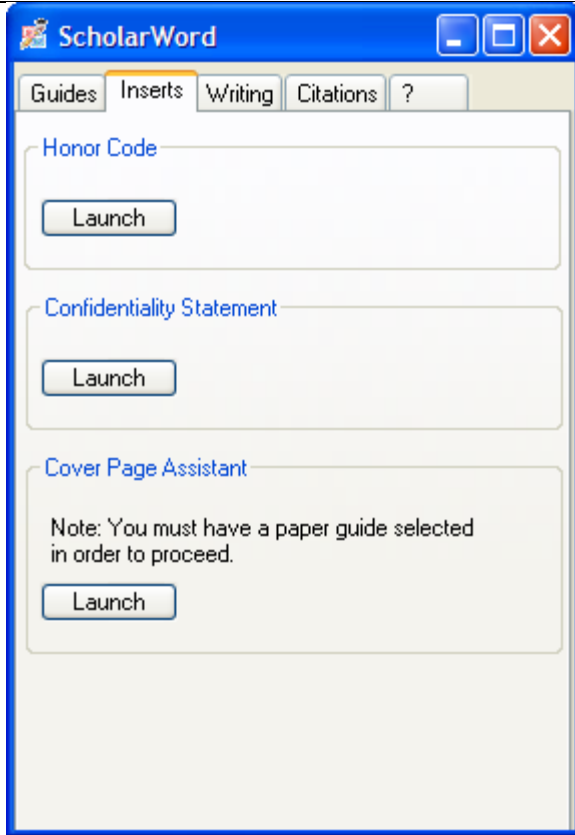
After you have chosen a guide, the guide structure will be presented below the selection box. You can then click on the section of the guide to view the information pertaining to that section:



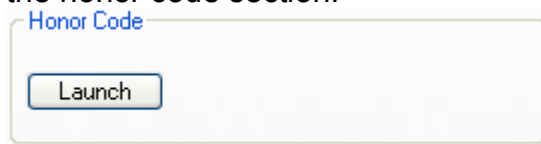
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III. Inserts

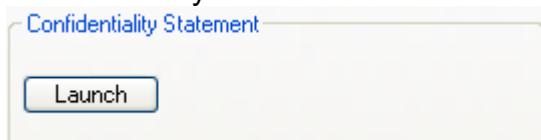
ScholarWord has three types of inserts: Honor Code, Confidentiality Notice, and Cover Page. You can access any of these from the “Inserts” tab:



To insert a “Honor Code” at the end or beginning of your paper, simply click the launch button in the honor code section:



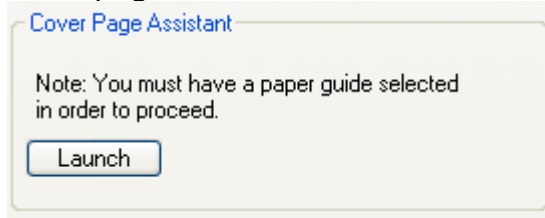
To insert a “Confidentiality Notice” at the end or beginning of your paper, simply click the launch button in the Confidentiality Notice section:



Cover Page

To insert a cover page into your paper, please **note** that you first have to have the corresponding paper style and the guide selected in the guides section. For example, if you want to insert a MLA style cover page for a research paper, you would choose the MLA Research Paper Guide in the guides section.

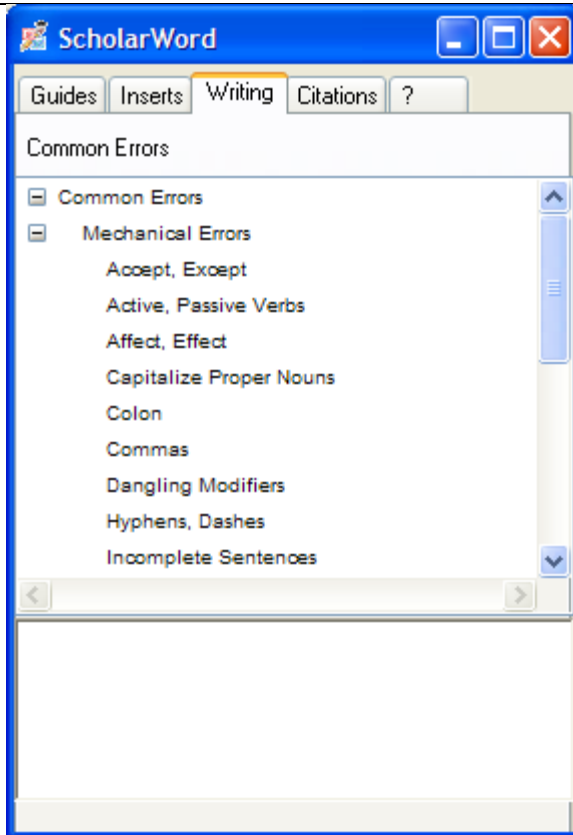
After selecting the style, simply click the launch button in the cover page section:



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IV. Writing Center

ScholarWord includes explanations and examples on common writing mistakes made by students. This help can be accessed from the "Writing" tab:



The two sections are Mechanical and Style errors, and can be accessed by clicking the plus sign “+” next to “Common Errors.” By clicking on each of the topics, you will be presented with explanations and examples on each of the topics directly below the topic list.

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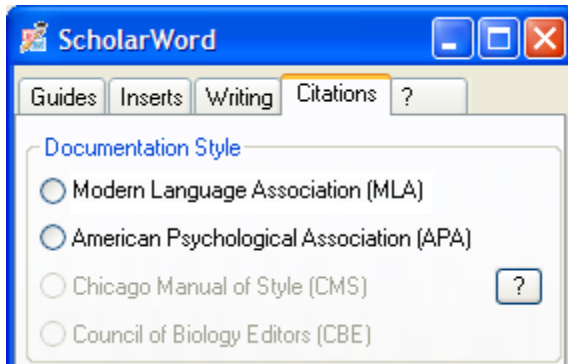
V. Citations

ScholarWord includes powerful tools and information to help you through the documentation process.

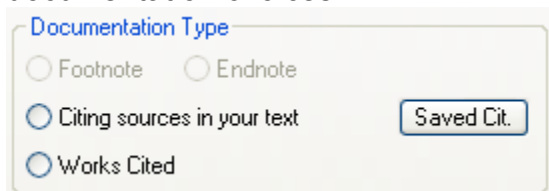
ScholarWord has explanations and examples on the MLA and APA Style of parenthetical references and formats over fifty types of citations for each style.

Formatting Tools and Information

To access formatting help, click the button that corresponds to the style you would like help with:



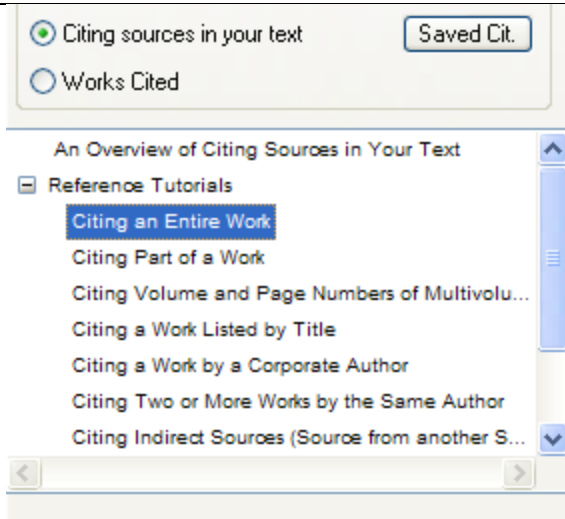
After you have clicked the button, you will be presented with in-text and work cited documentation choices:



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Citing Sources in your text

If you choose the "Citing sources in your text" button, you will be presented with choices of in-text documentation help:

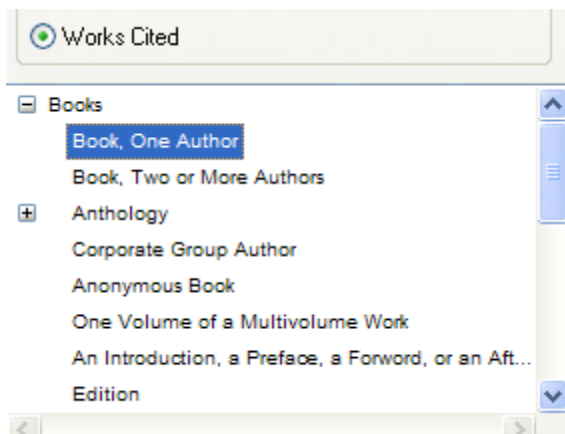


You must double-click these choices to view the explanations and examples on each type of in-text documentation.

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Work Cited Page

If you choose the “Work Cited/List of References” button, you will be presented with numerous choices to format your citations:



Double-click the title that corresponds to your type of

reference and a citation form will be presented to gather information from you, so ScholarWord can develop your properly formatted citation. The citation forms look like this:

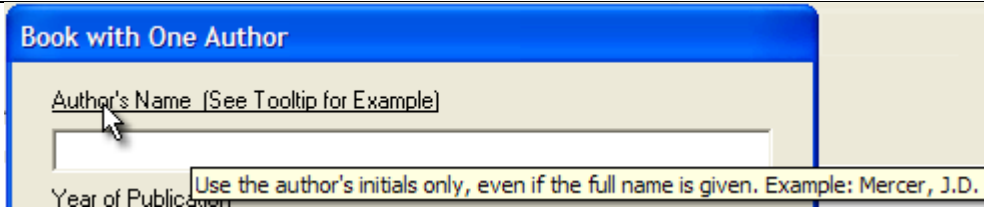


The image shows a software dialog box titled "Book, One Author". It contains several input fields for citation information:

- Author's Name. Example: Smith, Tom: A text input field.
- Title of Book: A text input field.
- City of Publication: A text input field.
- Publisher: A text input field.
- Year of Publication. Example: 1998: A text input field.

At the bottom of the dialog box, there are five buttons: Save, Cancel, Back, Preview, and Insert.

When this form is presented, follow the instructions in the black text and enter the information about your reference. If you do not understand how to enter your information, place your cursor over the control and a "tool-tip" will be presented:



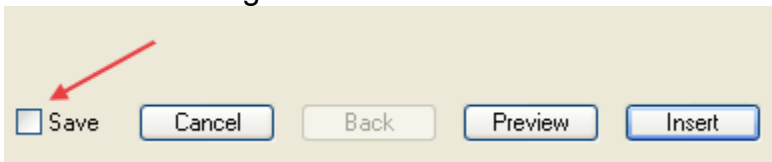
When you are done entering your information, you can click “preview” or “insert.”

- “Preview” allows you to preview the citation before it is entered.
- “Insert” skips the preview and enters the citation directly into your paper.

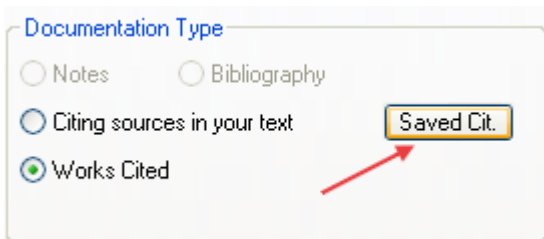
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Saving Citations

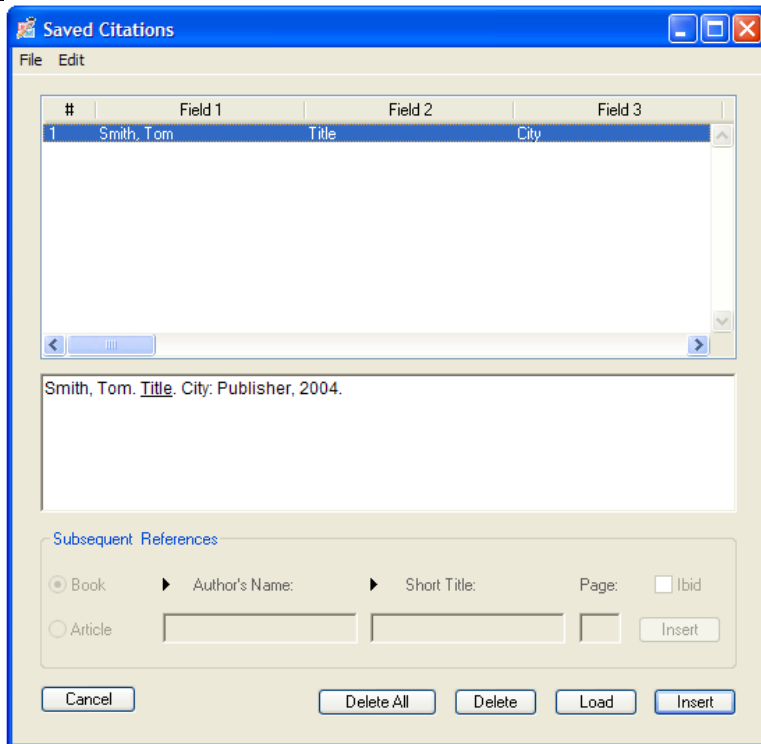
To save your citations, you just have to check the checkbox in the lower left hand corner while citing a reference:



Then, when you want to insert or edit that reference in the future, you can access all of your saved citations by pressing the “Saved Cit...” button in the citations section:

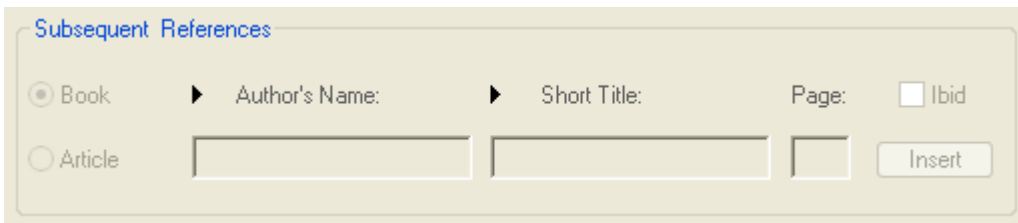


When you click on this button, you will be presented with your saved citations. With this form, you can insert, or edit your saved reference. To insert or modify the reference, you must first select it from the list, it will then be highlighted blue:



If you want to enter a subsequent reference in the Chicago/Turabian style (you have to have the Chicago/Turabian style button selected in the citation section, you use the “subsequent reference” section:

Select: Chicago / Turabian



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Future Documentation Styles

In the near future, ScholarWord will include powerful tools and information for the CBE, AMA, and other documentation styles.

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