

COMPUTER TIPS FOR THE RESEARCH PAPER (PC'S AND WORD)

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1. **SAVE everything in TWO places at all times.** Use only clean, new disks that you aren't using for lots of other things. Keep them in a case, not loose in your backpack. Use the school network for backup if at all possible.
2. Use the **Help** menu anytime you can't figure out how to do something.
3. **Format** correctly from the start. Double-space everything (highlight your first typing and hit Control 2 or go under Format to paragraph), no extra blank lines anywhere, 10 or 12 point regular font, standard margins, page break added only before your Works Cited to make it a page on its own. Do not use bold, underlining, or larger fonts for your title or for Works Cited. The title of your outline should be the same as your paper's.
4. Automatic **headers** should be on every page. Set them up from the View menu, tab over to put your last name at the right side of the text box, put one space after your last name, then click on the box with # in it (sometimes labeled "auto page numbers), then close it out. The headers should appear in gray on your pages.
5. Your **Works Cited** should be cut and pasted from your source summaries so you know you've done them correctly. Put them in alphabetical order, using **hanging indentation**. You can set that up by moving the bottom arrow from the margin "slider" on the ruler or by going into Format > Paragraph > Special and selecting "hanging." Remember it is double spaced, too.
6. You may have trouble with the URL's (web addresses) coming up in color in your Works Cited. The easiest option is to go into Format > Autoformat > Options and turn off the hyperlink option in both folders there before you begin to type. If you are doing it later, you can right click on the URL and turn off the hyperlink option.
7. As you type your paper, **cite your sources!** The easiest was is to put (#2 33), for example, to show information is from source #2, page 33 from your notecards. Then, go back when you are done and use Edit > Replace and replace all your #2's with either the author's last name or the short form of the title, underlined or in quotes, so you don't make any mistakes. Include the # sign because other wise you may replace numbers in statistics by accident. If you realized you made some sort of mistake as you write, Replace can help you fix all of them at once, too.
8. Use Edit > Find to **avoid common style mistakes**. Search for you, your, we, I, our or any other "taboo" words you are concerned about. It can help you double-check if you have used words too frequently such as so or and. You can also use it for special style issues such as being consistent in **special style issues** such as capitalization of a special name, using BC and AD without periods, or writing out numbers that can be said in one or two words but using numerals for the others. Be consistent so that you use % instead of writing out "per cent" unless you only have a few statistics.
9. Use Find to **locate quotation marks** and be sure you used "according to" or cited authority adequately.
10. **Quotations more than four lines** should NOT have quotation marks but instead be indented one inch extra from your regular right margin. You can do this by highlighting the quotation and going from Format > Paragraph > margin. You then put punctuation as appropriate at the end of the quotation, then put in your parenthetical cite. **THIS IS THE ONLY TIME** punctuation comes before the parentheses.
11. For **ellipses** when you leave our words in the middle of a quotation, type a space, then a square bracket, then period space period space period, then the closing square bracket and any other punctuation needed to fit into the grammar of the sentence.
12. To type your **outline**, start a new document so you don't goof up your formatting for the rest of the paper. Use the decimal tab by clicking on the tab square at the left of your ruler at the top of the screen until you get the choice that had a period in it. Set up as many decimal tabs as you need across the top of the page. Put a regular tab approximately two spaces after each one, alternating decimal and regular. Tab before each Roman numeral or letter to begin each line in the right spot, then tab again to start typing your words in the right alignment.
13. **SAVE SAVE SAVE AND SPELL-CHECK SPELL-CHECK SPELL-CHECK AND SAVE SAVE SAVE.** Don't goof up by using Save As or renaming documents in too many places. Keep it simple!