

*USER GUIDE v3.0.2*

**REFERENCING MADE EASY**

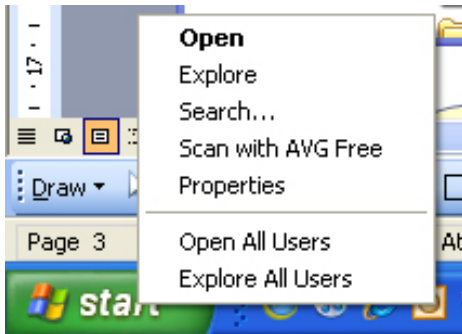
# Manual Installation



Documentit302.dot  
Microsoft Word Template

## Step 1

Locate the application file on your computer. This will be on the installation disk or in the zip file that contained the program files. The file will be named 'Documentit302.dot' where 302 will correspond to the version number of 'Document it' that you are installing. Right click on this file and select 'Copy' in the menu.



## Step 2

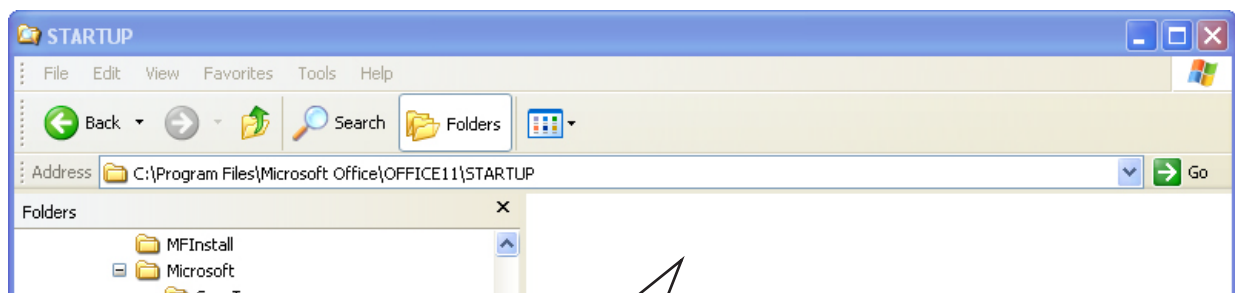
Right click on the 'Start' button and select 'Explore' in the menu. This will open a window with a list of the files currently stored on your computer.

## Step 3

Find the Microsoft Office Startup directory. In one of the following locations:

```
C:\Program Files\Microsoft Office\OFFICE9\STARTUP  
C:\Program Files\Microsoft Office\OFFICE10\STARTUP  
C:\Program Files\Microsoft Office\OFFICE11\STARTUP  
C:\Program Files\Microsoft Office\OFFICE12\STARTUP
```

Depending on the version of Microsoft Office you have installed.



## Step 4

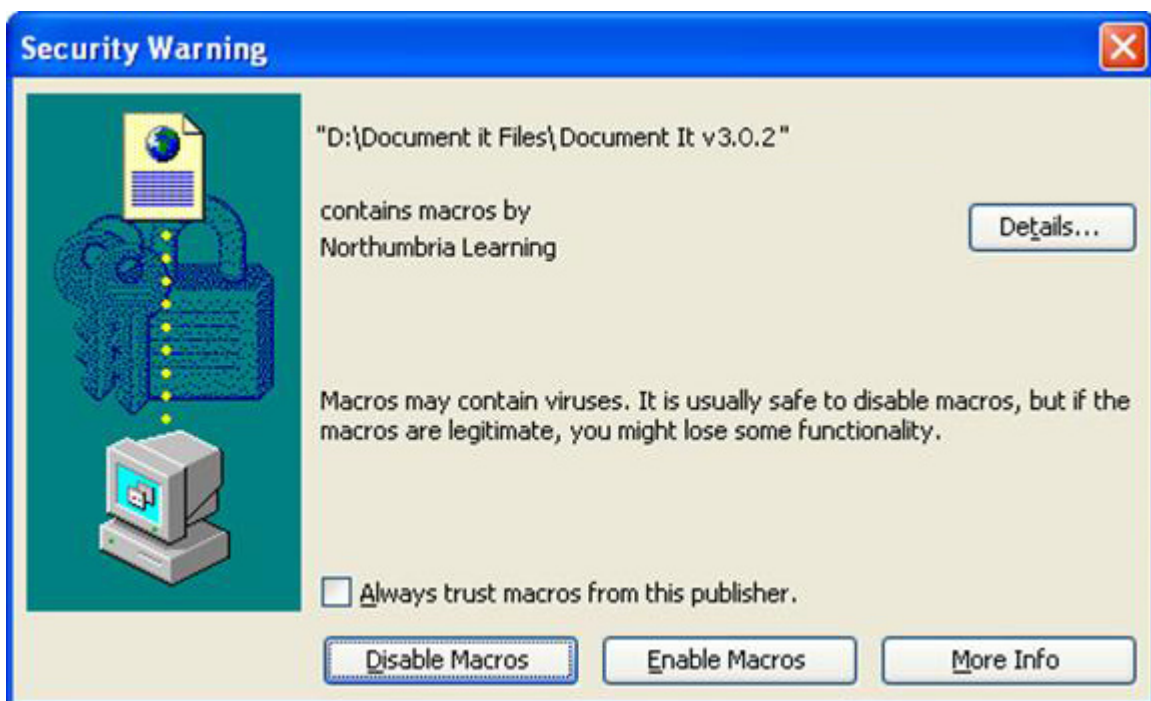
Right click in the window you located in 'Step 3' and select 'Paste' in the menu. The file will be copied into the Microsoft Office startup directory.

# 'Document it' FIRST RUN

## PLEASE NOTE

Before running '**Document it**' for the first time you must ensure that no other **Microsoft Office** applications are running.

When you run the '**Document it**' application for the first time you will be prompted to enable the '**Document it**' macro. Check the box next to '*Always trust macros from this publisher*' and then click '**Enable Macros**'.



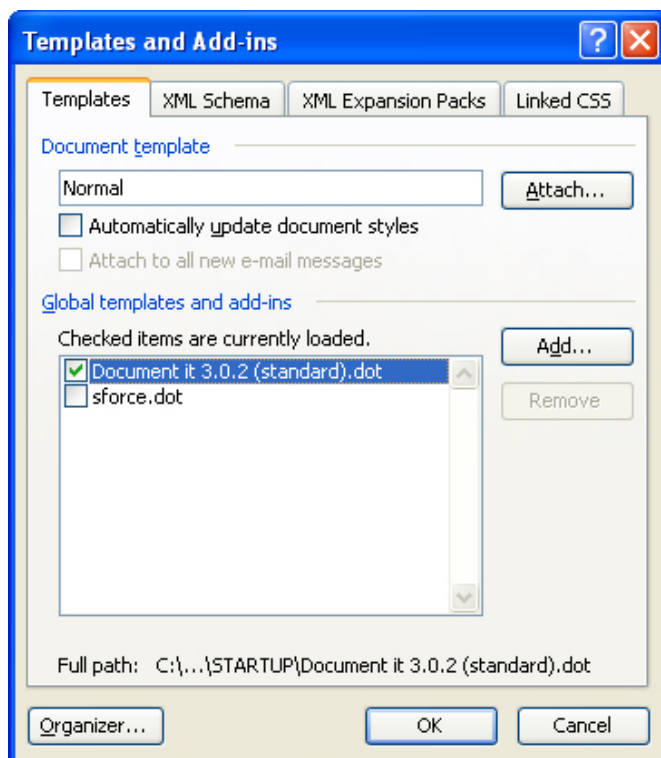
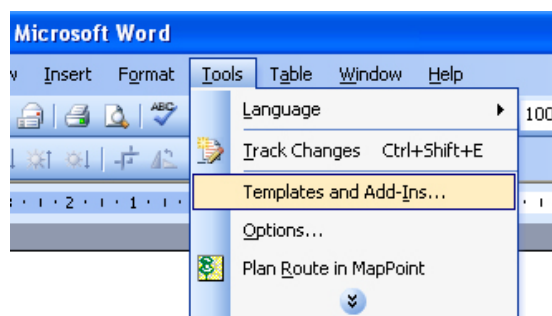
# CHECKING YOUR INSTALL

After installing 'Document it' and launching 'Microsoft® Office Word' you should see that an 'Ink Pot' icon has been added to the toolbar. To start 'Document it' click this icon.

If you do not see the 'Ink Pot' after following the steps in the 'Manual Installation' instructions follow the following steps.

## Step 1

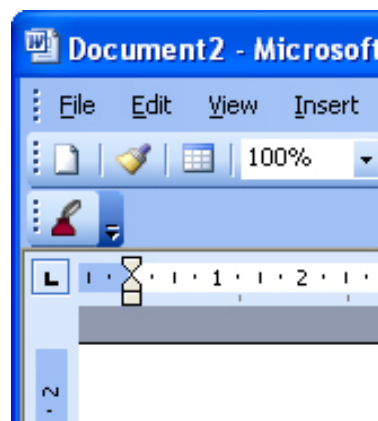
Click the **'Tools'** menu in **'Microsoft Word'** and then select **'Templates and Add-ins'** from the menu.



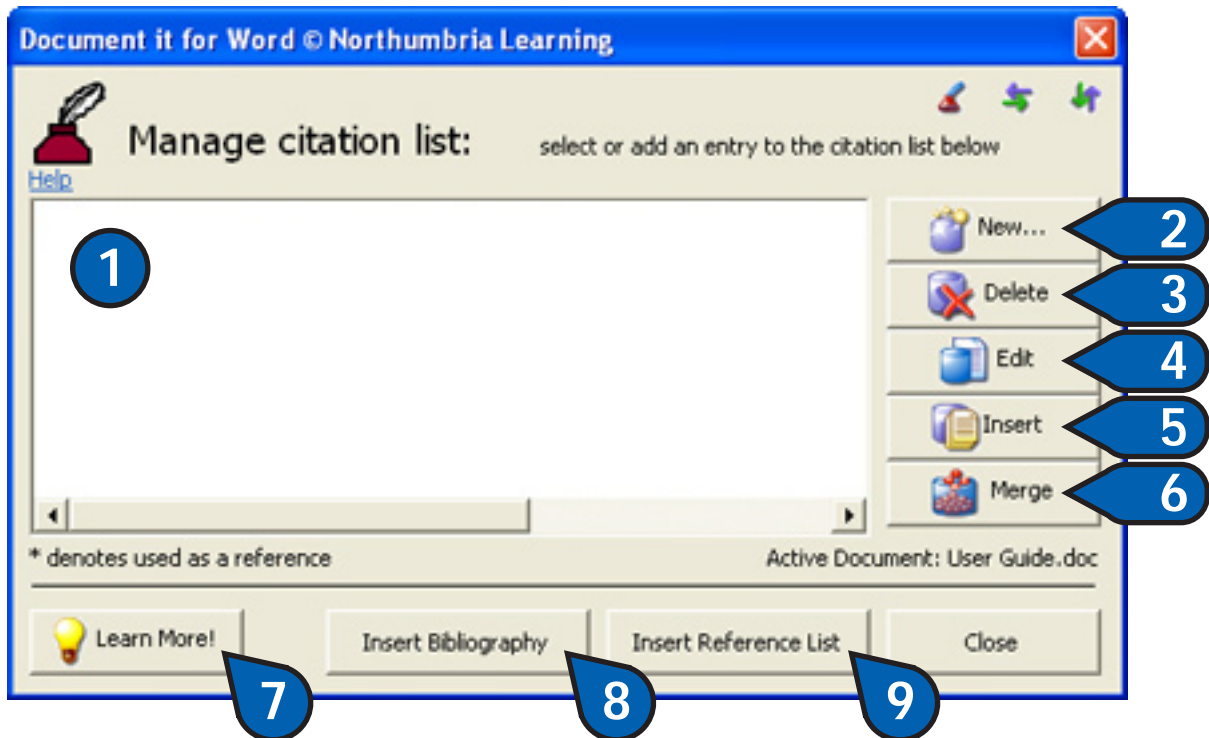
## Step 2

Check the box beside the entry for **'Document it'** and click **'OK'**.

**'Document it'** Ink Pot icon.



# 'Document it' MAIN SCREEN



- (1) Your citation list will be shown in this window.
- (2) Click this button to create a new citation.
- (3) Click here to delete a previously entered citation.
- (4) Clicking this button allows you to edit a citation that you have previously entered.
- (5) Click this button to insert a selected citation into your Word document.
- (6) This button allows you to merge/import citations from another document.
- (7) Learn more launches online help and support.
- (8) Insert a 'Bibliography' into your document by clicking this button.
- (9) This button will insert a 'Reference List' into your document.

# ADDING A CITATION

## Step 1

Use the drop down menu to select the type of reference you want to add. By default 'Document it' displays eight common citation types. If the type you want isn't listed you can extend the list of available types by selecting a checkbox. For example here we have selected 'Media' citation types.

## Step 2

Depending upon which citation type you choose, different input areas of the 'Add Citation' window will become active.

The screenshot shows the 'Add Citation' window with the following details:

- Title:** Add Citation
- Add citation type:** Book (dropdown menu open showing options: Online Newspaper, Online Image, Microfiche, Microfilm, Television, Radio, Audiocassette, Audio CD)
- Checkboxes:** Comms..., Publications, Sacred Texts, Media (checked), Conference, Report/Theses
- Author(s):** Surname, Initial(s), Help, More Than Three
- Editor(s):** Surname, Initial(s), Help, More..
- Citation Information:**
  - Year of Publication, Publisher, Help
  - Title of Publication, Edition, Help
  - Title of Article, Page(s), Help
  - Place of Publication, Web Address, Help
  - Issue Information, Accessed, Help
- Buttons:** Learn More!, Add to list, Cancel

To view the whole FAQ area click '**Learn More!**'. Here you will also have access to the support area with a discussion forum and help guides for 'Document it' users.

## Step 3

If you are unsure what to put in the boxes, click on the blue link and you will be taken to a frequently asked questions (FAQ) and support area where you will find the relevant guidance and examples.

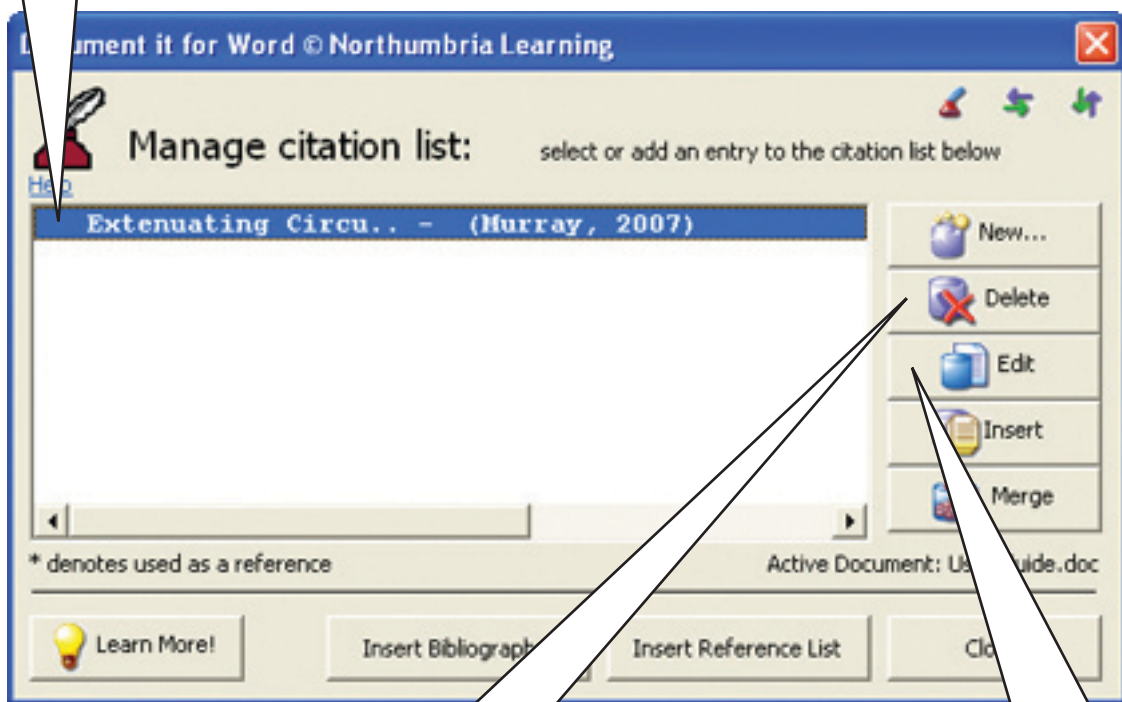
## Step 4

Once have entered all of the relevant information into the various boxes and click on '**Add to list!**'. Your citation will then appear in the 'Document it' list.

# EDITING/DELETING CITATIONS

## Step 1

Select the citation you want to edit from the list.



## Step 2 - Deleting

Click '**Delete**' to remove the citation.

## Step 2 - Editing

Click '**Edit**' to update the entries in the citation.

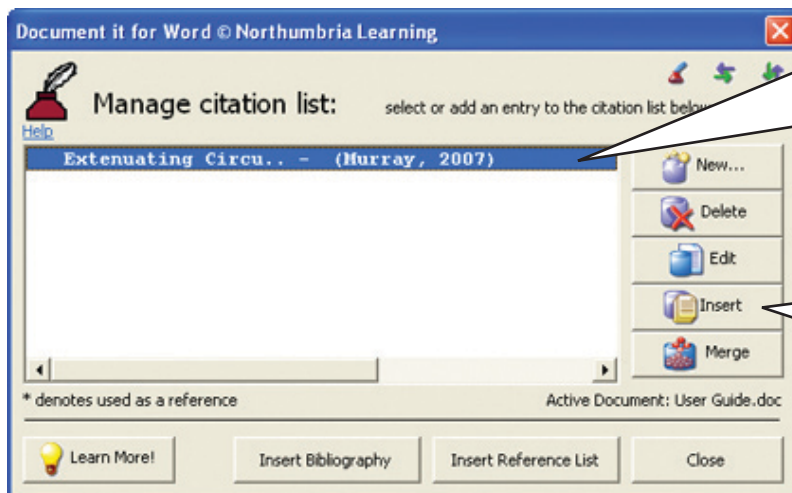
# INSERT AN 'IN-TEXT' REFERENCE

## Step 1

Place your cursor where you want your reference to appear.

### My Great Essay

My tutor asked me to write this report. My tutor said I should use in-text references like this one.



## Step 2

Click on the 'Document it' tool and select the citation you want to edit from the list.

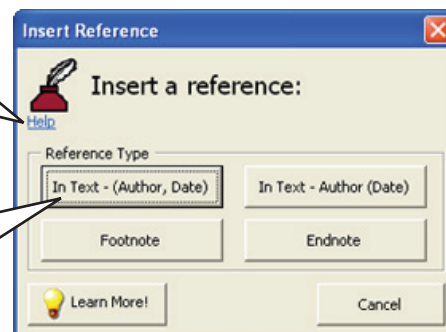
## Step 3

Click the insert button.

Click on this link to get help on the reference types available.

## Step 4

Click the 'In Text' reference type you want to insert.





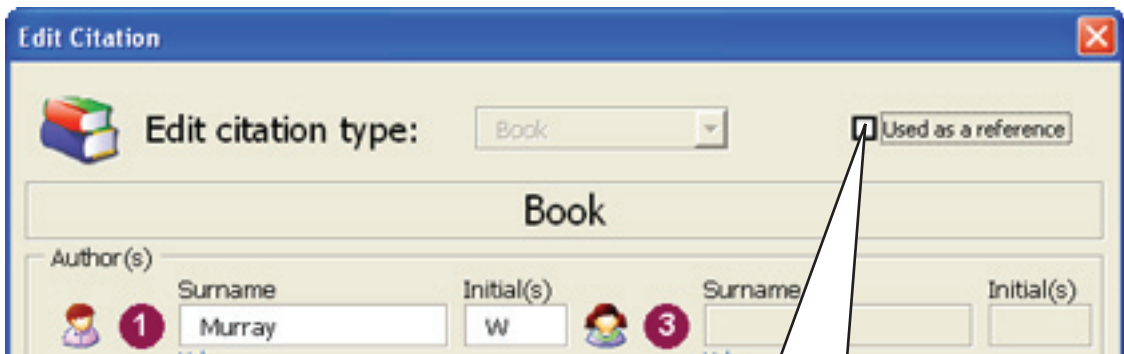
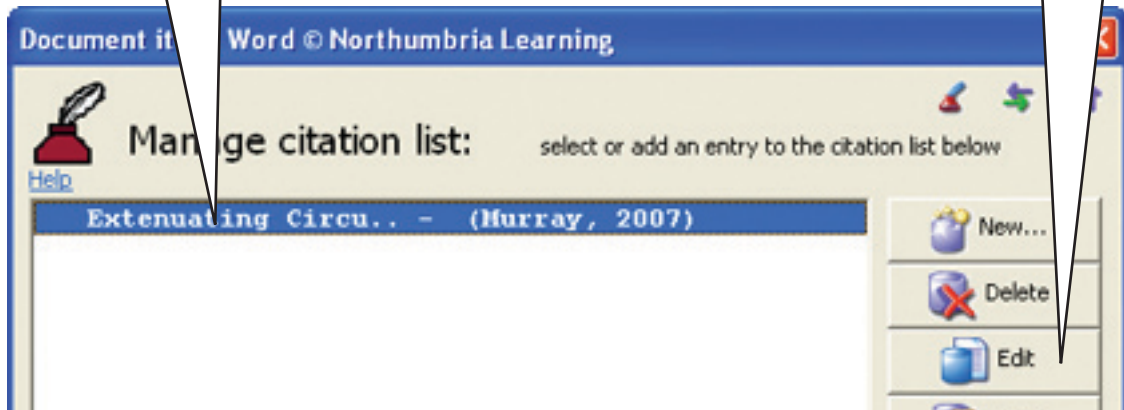
# MANUALLY ADDING A REFERENCE

## Step 1

Select a citation for editing as before.

## Step 2

Now click the 'Edit' button.



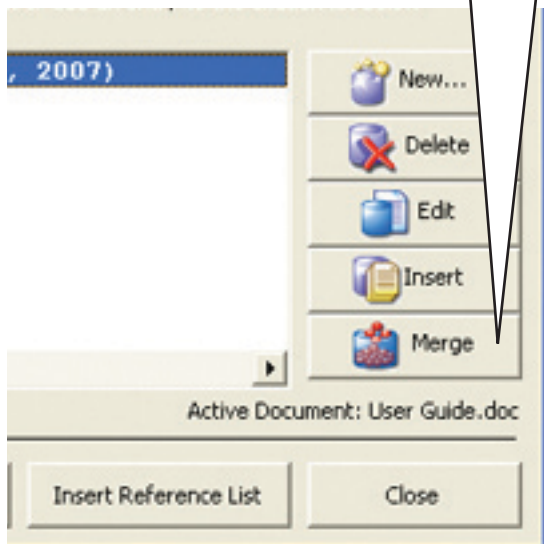
## Step 3

Check this checkbox to include a citation in the reference list, clear the checkbox to include the citation in the bibliography.

# MERGING / IMPORTING CITATIONS (Part1)

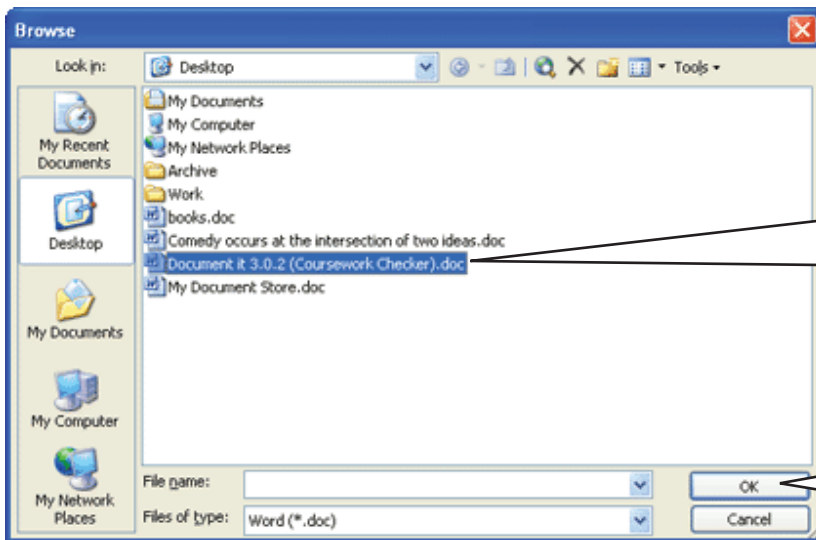
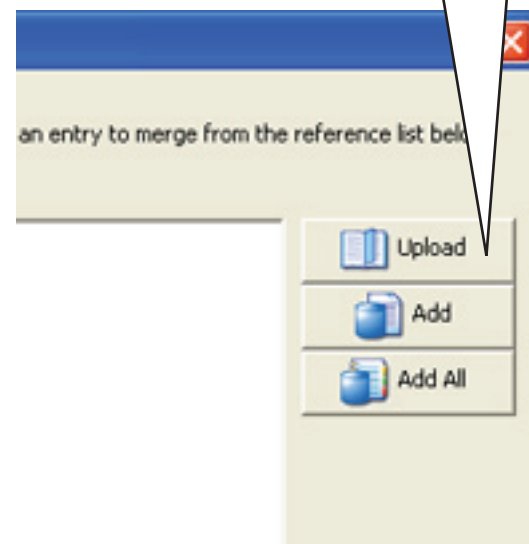
## Step 1

Click on 'Merge'



## Step 2

Click on the 'Upload' button.



## Step 3

Select the file you wish to 'Import' into your current document..

## Step 4

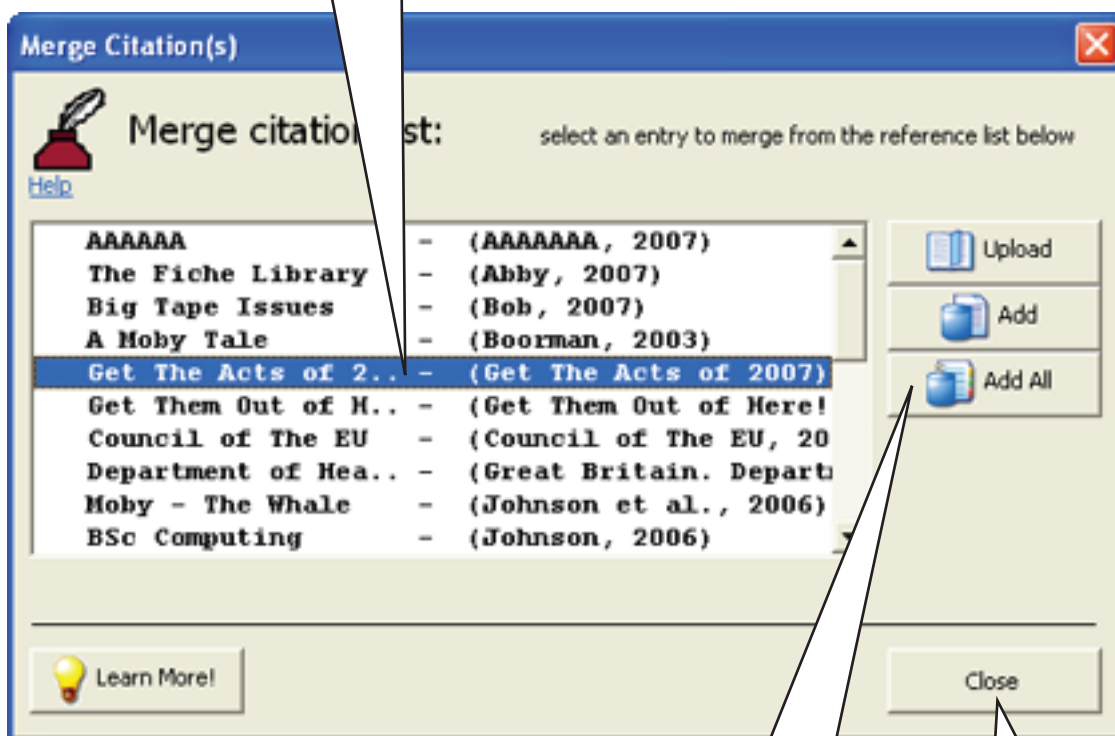
Click 'OK' to continue.

# MERGING / IMPORTING CITATIONS (Part2)

Follow the steps in 'Part 1' to select a file that you wish to import into your current document.

## Importing a single citation into your document

Select the citation you want to add and click the 'Add' button.



## Importing all citations into your document

To add all of the citations from the merge list click the 'Add All' button.

Click 'Close' once you have imported the citations you need to add.