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Scholar's Aid Tutorial

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Have you ever written a long paper and then found one more reference that really should be included in the first paragraph? Thirty references to renumber! Haven't you ever wished that your computer could renumber those references? *Scholar's Aid* lets your Mac do that and more.

Scholar's Aid searches your text for figure, table, equation, and reference citations and sets up files to be printed using Microsoft Word. The finished document has figures, tables, equations, and references numbered consistently in the text and includes a reference list in the format you specify. The reference list can be compiled by a search of a database file of references (a bibliography), using a Microsoft File database.

You will find that *Scholar's Aid* makes writing documents easier. You no longer have to think about numbering of figures and equations. Your mind can be on the writing.

Need a proposal made up of sections from old papers? Just copy and paste together sections from the papers made with *Scholar's Aid* and you are ready to renumber and make a new reference list. Once your bibliographic database is big enough, you will find that most of your citations are already available for inclusion in new documents.

Need to resubmit a document to a journal with a different reference format? No problem with *Scholar's Aid*.

Scholar's Aid **Tutorial**

The following exercise will take you through the preparation of a final draft for a MS-Word document using *Scholar's Aid* to prepare list numbering and references.

The *Scholar's Aid* program included with this demonstration package is complete except for the instruction manual. See the end of this demostration document for information on ordering a complete manual.

These are the files that make up the *Scholar's Aid* Shareware package:

1. *Scholar's Aid*
2. *Scholar's Aid* Tutorial
3. SA Demo Text 1
4. SA Demo Text 2
5. SA Demo New Refs
6. SA, Ref List Format
7. SA Demo Ref File
8. SA Demo Ref File index
9. SA Packing List

Prepare the following disks by copying the files from the *Scholar's Aid* package as explained below (this example is intended for a minimum system consisting of a 512K Mac with two 400K disk drives):

1. The "Sys Word Demo" disk containing MS-Word 1.05, a system folder not exceeding 240K, and the demo source texts. Word 3.0 works too, but you'll need an 800K drive.

2. The *Scholar's Aid*/MS-File bibliographic database disk, called "SA Biblio", containing *Scholar's Aid*, MS-File, the example bibliographic database file, "SA Demo Ref File," the index file, "SA Demo Ref File Index."

Of course if you have an 800K drive or a hard disk the arrangement can be different, but put the files into folders with the names as the disks listed above so that you can follow these instructions.

Writing the Source Text

Start up your Mac with the "Sys Word Demo" disk in the internal drive and the "SA Biblio" disk in the external drive. Double-click the "SA Demo Text 1" file to open it for viewing in MS-Word. This document is an example source text file that is ready to be printed in final form. This is the form in which you will write and edit your document before preparing it for final printing with *Scholar's Aid*.

"SA Demo Text 1" has references to figures, tables, equations, appendices, lists, and bibliographic references as print merge variables or codewords. Read it to see how the codewords are used. For more information about codewords, register and get the *Scholar's Aid* Manual.

Besides the codewords, there are two features to this document that *Scholar's Aid* needs to number lists and references. These are the print merge INCLUDE statements at the beginning and end of the document:

These lines cause the print merge feature of MS-Word to access the files "SA, Set Code" and "SA, Ref List Format" to get the print merge commands written by *Scholar's Aid* to format the numbering and reference list.

Searching the Source Text for Codewords

When the document is ready to print in a final form with automatic numbering and a formatted reference list, save the source text file (in this demonstration, "SA Demo Text 1") by clicking **Save** in the **File** menu. The file name that you use must match the name in the «INCLUDE YourTextName, Set Code» statement at the beginning of the document. This name must not contain a comma, nor may it be too long.

Quit MS-Word. Go to the Finder desktop. You can check the contents of the clipboard by selecting **Show Clipboard** in the **Edit** menu.

Run *Scholar's Aid* by double-clicking its icon on the "SA Biblio" disk.

Scholar's Aid is set up as a batch processor, which means that you will be presented with the same screens each time you run the program. The screens give you a selection of buttons to control how the references will be formatted and what the next step in the process will be.

If this is not the first time that *Scholar's Aid* has been run on this disk a preliminary screen may be displayed, presenting you with two buttons, or choices:

- **Continue setup of source text previously searched**
- **Start new search of new source text**

If this screen is not displayed skip to the next paragraph. Otherwise click the second button (**Start new ...**).

The next screen in *Scholar's Aid* allows you to choose whether you want errors to be printed on the line printer, whether the text will be checked for typo errors (limited to checking for repeated words, such as "the the"), or to specify that a reference table text file should be processed for input into MS-File. This last feature allows you to arrange the author and editor lists in your text file into proper order for alphabetical sorting.

We don't want to use any of these options in this demonstration, so click the **OK** button to continue to the next screen.

When you are asked which source text file should be searched, respond by double-clicking the file name, "SA Demo Text 1" on the "Sys Word Demo" disk. You may have to click the **Drive** button to display the "SA Demo Text 1" file name.

In the next screen the message,

"Searching for codewords for figures, tables, ..."

is displayed briefly, then

"3 references found.
Search of source text file complete.
Click 'Quit' to search Reference Database ....
If Ref Table already exists, then ...."

A control panel appears in the upper right corner, with three buttons.

- **Quit**   Causes termination of *Scholar's Aid* processing.

- **Restart**   Causes *Scholar's Aid* to start batch processing over again from the beginning.

- **Continue**   Causes *Scholar's Aid* to go to the next step in the batch processing.

At this point the text file has been searched and the codewords have been tabulated. The reference codewords have been written to the clipboard in a form suitable for the bibliographic database find list. We will now quit *Scholar's Aid* and start MS-File to find the references used in the source text. Click **Quit**.

How to Search the Bibliographic Database for References

After returning to the desktop, you may check the reference codeword search list by opening the clipboard (**Show Clipboard** in the **Edit** menu). Don't cut or copy anything while the clipboard contains the search list or it will be lost.

Double-click to open the "SA Demo Ref File" on the "SA Biblio" disk. The bibliographic database will open in MS-File.

Open **Find** from the **Organize** menu. Click the **Clear** button to empty all the fields in the Find window. Click on the **Codeword** box and **Paste** in the search list from the clipboard. Then click the **Find** button.

When the search is finished the displayed database contains only the references that were found from the search list. The rest of the bibliographic database is still intact.

If you want an alphabetically sorted reference list, you should sort the references now using **Sort** from the Organize menu. Lists can be sorted alphabetically by clicking the **Author** field first and the **Year** field second. This is the default setting in the **Sort** window. Note that the form of the **Author** field affects the accuracy of the alphabetical sort (last names first and don't use "and").

Now we will save the reference list for use with the print merge feature of MS-Word. Choose **Save Records as...** from the **File** menu, click as **Text (for Print Merge)** button, and click the **Drive** button to get the *Scholar's Aid* disk. Type in "Ref Table" (<u>this name is required</u>) as the name and click Save.

How to Compile the Reference Table

Now we will go back to *Scholar's Aid* to finish numbering the codewords and formatting the reference list. Quit MS-File and double-click *Scholar's Aid*.

In the first screen, *Scholar's Aid* asks if you want to continue with the set up of previously searched source or search a new one. Click the button for "Continue setup ...."

The next screen gives you two options:

- **Printing errors on line printer**

- **Sort by order in source text**

The second option tells *Scholar's Aid* to sort the references in the Ref Table in the order that reference codewords occurred in the source text (an alternate to alphabetical sorting in MS-File). Click **OK** when you are ready to continue.

You will see the message, "Checking ...", while *Scholar's Aid* checks the reference codewords that were found in the source text against the references in the "Ref Table" file. It reports any codewords that were not found in the bibliographic database or that were duplicated.

When the check is completed, continue with the preparation of the "SA Demo Text 1" file for final printing by clicking the **Continue** button in the upper-right-hand control panel.

The next screen gives you a choice of reference types:

- **Use numerical order of appearance in reference list.**

- **Use author and year. Publication year inserted for ref codeword.**

In the first case a reference codeword is replaced by the number of its order in the Ref Table (which was previously selected to be alphabetical or by

order in text). In the second case, the reference codewords will be replaced by the year of publication. This reference style is explained further in the *Scholar's Aid* Manual.

The next screen gives you seven options for the format of the author lists to be displayed in the reference list when it is printed out. There are additional options for the author list appearance which may be added to any of the author sorting formats. The formatting is also applied to editor fields in the Ref Table.

After you have made your choices, click **OK**.

The next screen shows the message, "Compiling Reference List. ...," while *Scholar's Aid* numbers the figure, table, equation, appendix, and list codewords according to the order of their occurrence in the text. The file with these commands is written to the "Sys Word Demo" disk as a text file called "SA Demo Text 1, Set Code". *Scholar's Aid* also inserts print merge control parameters into the Ref Table records and prepares a list of print merge commands for the reference codewords.   A modified reference table, called "SA Demo Text 1-Ref-Table", is written to the "Sys Word Demo" disk. If your source text file was in a folder these new files will be placed in that folder.

When *Scholar's Aid* completes the compilation, it lists the compiled references on the screen. Finally the message "Compilation completed. ...," is shown and the control panel reappears in the upper right. Now you are ready to print the final document. Click **Quit** to return to the desktop.

How to Print the Source Text using MS-Word Print Merge

If you have gotten to this part of the tutorial without seeing any error messages, the "SA Demo Text 1" file is ready to be printed in its final form with numbering supplied automatically by *Scholar's Aid*.

Double-click to open the Word file, "SA Demo Text 1".

Print the finished document using **Print Merge** (under the **File** menu in MS-Word). For long documents this is a time-consuming process; but the product is worth it!

The other files in this package are additional tutorial files that are explained further in the *Scholar's Aid* Manual. Don't throw them away.

You may use the "SA Demo Ref File" MS-File database format for your own bibliographic database. Simply open it, delete the demonstration records by selecting them and pressing the backspace key, and save the database with a new name (use **Save Records as...** in the **File** menu). Now you can enter your own references.

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How to Register and Get the *Scholar's Aid* Manual

Scholar's Aid is shareware. Pass it around to your friends with the demonstration files, upload it to electronic bulletin boards (all rights reserved).

Try*Scholar's Aid* for 30 days. If you like it and continue to use it you must pay $35 for it. This fee will register you as an owner of *Scholar's Aid* and entitle you to upgrades. I will send you a 35-page, indexed manual explaining in detail how to use *Scholar's Aid* . The manual contains many hints for using *Scholar's Aid* and its hidden features. The manual is available only for registered owners. To register use the order form at the end of this document.

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Order Form

Name _____

Company _____

Address _____

City _____   State _____

Zip _____   Country _____

Phone   (_____) _____ - _____

Updates requiring only a disk, $6. Updates requiring disk and manual, $10.

Product Description	EACH	QTY	TOTAL
Scholar's Aid	$35.00	_____	$_____
SUBTOTAL			$_____
Shipping ($1.00 per package)			$_____
Overseas Air Mail (add $1.50)			$_____
Sales Tax (Washington Residents Only: Add 7.9%)			$_____
TOTAL ORDER AMOUNT		U.S. $_____	

Check ____

Signature _____

Send to

Stuart Strand
19016 Ashworth Ave
Seattle, Washington 98133