

Instructions for Accessing Reference Point on SDLAB Computers

Once in Microsoft Word, students can access Reference Point by completing the following steps:

1. Click on the “Office Button” in the upper left corner.
2. Click on “New.”
3. Click on “My Templates.”
4. Click on “APA 6th Edition.”
5. Follow the prompts on each screen to continue.

Here are some useful tips about using the software:

- An APA menu button will appear on your screen. You can use it to insert headings and citations. However, before inserting a citation, you must enter the reference information first on the left side of the screen. (Prompts will appear to tell you what information you will need to enter for each type of source.)
- Once you enter source information, then you can click “Insert Citation.” The information you enter will be cross-referenced with the references section, and all of your sources will be automatically alphabetized on the references page at the end of the document.
- Do not click on the “X” on the APA menu button because doing so will close the feature. If you accidentally click on the “X,” immediately save your document. When you re-open the document, the APA menu button should reappear.
- A complete set of instructions is available by going to “My Templates” and clicking on “APA Sixth Edition Template Instructions.”
- Free tutorials on Reference Point software are available by going to:
<http://referencepointsoftware.net/apatutorials.htm>