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***StyleEase: A Paper and Reference Formatting Software Using the Modern Language Association Handbook Style.*** Version 1.0. Guilford Publications, Inc., 2000.

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StyleEase is an easy-to-install patch-like program that adds templates and options to your current version of MS Word. If you are looking for a documentation tool that will help you insert citations, add works cited and reference lists, and format papers according to MLA Handbook style, then this is it. The program uses the styles and template options already offered in Word and adds custom Word templates for documents such as MLA papers, term papers, theses, and dissertations.

The slender user manual adequately explains all the main features of the templates and menu options, including a few standard features of MS Word as they apply to the program's templates. For instance, there are chapters on changing style properties such as font size, color, type, and paragraph orientation and formatting. The templates use the MLA Handbook format and include:

MLApaper.dot: to write a journal article or paper.

Dissert.dot: to write a dissertation.

Termpaper.dot: to write a term paper.

Thesis.dot: to write a master's thesis.

The software's strongest feature—and maybe worth the purchase—is its Insert Reference command that allows you to add in-text citations (on the fly) and reference entries all at once. You build your works cited page as you write your paper in MS Word using intuitively designed dialogue boxes. Entering references is easy and produces clean, editable text in your document.

The templates provided are meant to streamline page formatting (such as block quotations, citations, cover pages, font sizes, headings, tables, figures, captions, running heads, etc.) and reference page generation, but if you do not already know how to use and manipulate Word styles, you may find learning to use these templates a bit cumbersome at first. If you already use styles in your documents, these templates are excellent and will be a breeze. They format the text for you and place all the information where it belongs. If you just want a handy tool to create works cited pages and reference lists, then this is still a solid tool and little knowledge of how to use styles is needed. The downside to using the templates (StyleEase's main feature) is that you must learn StyleEase's styles and their names. Again, this is easy if you know about Word styles already.

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In order to use StyleEase you must have a CD-ROM drive and one of the following versions of MS Word, running on a Windows 95, 98, NT, or 2000 operation system:

- Word 2000 (PC)
- Word 98 (Mac)
- Word 97 (PC)
- Word 7 (PC)
- Word 6 (PC or Mac)

The manufacturers acknowledge that “StyleEase is an independently developed product that has not been endorsed by the Modern Language Association (MLA). StyleEase is not intended to function as a substitute for the MLA Handbook or the MLA Style Manual.” ❁