DEBATEHELPER MANUAL FOR PC

INSTALLING DEBATEHELPER

AUTOMATIC INSTALLATION INSTRUCTIONS

1. Set up DebateHelper
   - Go to http://www.debatehelper.com/windows.html
   - Click on and download 'Windows Setup' (it's a word document).
   - Open the word document (you will probably have to enable macros)
     - You'll know it was successful if the document automatically closes.
2. Download the DebateHelper Installer
   - Go to http://www.debatehelper.com/windows.html
   - Download the Windows Installer (it's a .msi) and run the program

MANUAL INSTALLATION INSTRUCTIONS

1. Set up DebateHelper
   - Go to http://www.debatehelper.com/windows.html
   - Click on and download 'Windows Setup' (it's a word document).
   - Open the word document (you will probably have to enable macros)
     - You'll know it was successful if the document automatically closes.
2. Download the required DebateHelper files
   - Go to http://www.debatehelper.com/windows.html
   - Click on and download the templates (for manual installation) zip folder (below step 3)
   - Unzip the folder and the copy the three files inside (DebateHelper.dotm, Case.dotm & Rebuttal.dotm) to the clipboard
   - Paste the two files in the Microsoft Templates folder (instructions in following bullets)
     - Open Windows Explorer, right click on the folder path at the top window, and click 'Edit address'
     - Delete the current path, and type: %appdata%\Microsoft\Templates. If there is already a folder there named 'DebateHelper' then delete it.

GETTING TO KNOW DEBATEHELPER

### ACCESSING DEBATEHELPER FROM THE QUICK ACCESS TOOLBAR
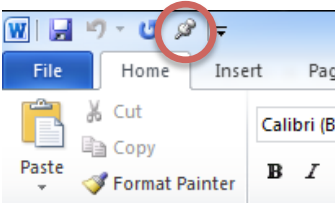
You can access a DebateHelper's main functions whenever you're in Microsoft Word, by clicking the DebateHelper icon in the Quick Access Toolbar (see picture on left). If you don't see the icon there, make sure that you followed the installation instructions correctly (specifically Step 3).

From this button, you can:

1. A*ttach* a document to DebateHelper (see below for more info
2. Create a *new* DebateHelper document (a brief or a case)
3. Edit the master template on your computer

### CREATING A NEW DEBATEHELPER DOCUMENT
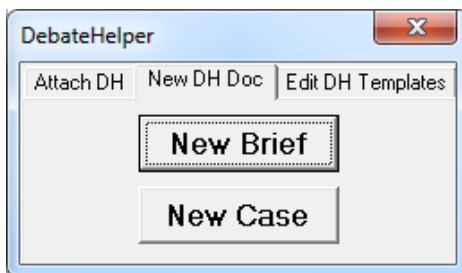
You can create a new brief or case directly from the Quick Access Toolbar by clicking the 'New DH Doc' tab. Immediately after doing so, just save the document on your computer and you can get started.

ATTACHING THE TEMPLATE

When you open a debate document for the first time, Word has no idea if that document is supposed to be a DebateHelper document. We tell Word that this it is supposed to be linked to DebateHelper by *attaching the template*. Every time you open a debate document for the first time (i.e. somebody sent you their document or it synced to you via Dropbox), you have to attach the template. If you don't see the DebateHelper ribbon tab, then it is not attached (if you *do* see it, then it *is* attached).
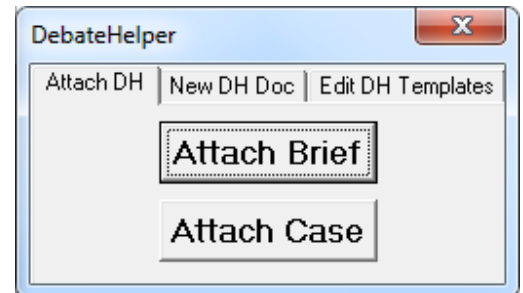
EDITING THE MASTER TEMPLATE
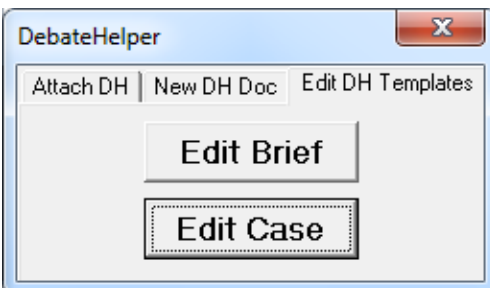
You can edit the DebateHelper master template (i.e. the template that all new DebateHelper briefs and cases are based on) by clicking "Edit Template" from the DH menu on the Quick Access toolbar. You can change the styles in the templates to suit your personal preferences.
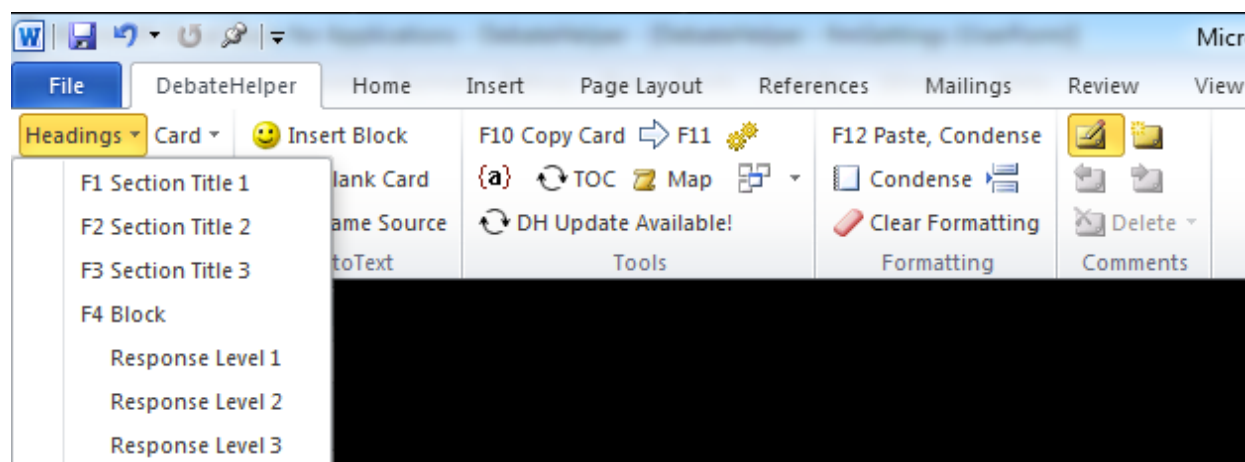
OVERVIEW OF FEATURES

Once the template is attached, most of the features are self-explanatory by just looking at (or rolling over) the buttons on the tab.

You can look at an example brief and an example case at www.debateherlper.com.

BRIEF

STYLES MENU

HEADINGS MENU

These are shortcuts to create headings in the brief. Headings are used for hierarchical organization within the brief (and this hierarchy is reflected in the table of contents); this makes it easier to locate cards and blocks mid-round.

The 'Responses' styles are if you use a numbered list for your responses in a block. Some people use these to paraphrase their responses (and have their cards on the next page). Others just only use cards in their blocks are read from the source directly.

The headings organization is as follows:

Heading 1	Section Title 1
Heading 2	Section Title 2
Heading 3	Section Title 3
Heading 4	Block
Heading 5	Response Level 1
Heading 6	Response Level 2
Heading 7	Response Level 3
Heading 8	Tag
Heading 9	Sub Tag

CHOOSING WHICH HEADINGS ARE IN THE TABLE OF CONTENTS

To choose which headings are in the table of contents, you have to edit the *field code* of the table of contents. To toggle field codes, scroll to the top of the document, and press the 'View Field Codes' button (⟨a⟩) on the DebateHelper ribbon tab (or press Alt+F9).

The table of contents should now be replaced by its field code (the field code is the text between the braces).

Example field code:

**{** TOC \o "1-4" \t "Heading 8,5,Heading 9,6" **}**

The field code dictates which headings are shown in the table of contents. Use the following chart to decide which field code is best for you. Then, paste your desired *new* field code in place of the *old* field code for the table of contents.

Headings 1-4	TOC \o "1-4"
Headings 1-5	TOC \o "1-5"
Headings 1-7	TOC \o "1-7"
Headings 1-9	TOC \o "1-9"
Headings 1-4 & Heading 8	TOC \o "1-4" \t "Heading 8,5"
Headings 1-4 & Heading 9	TOC \o "1-4" \t "Heading 8,5,Heading 9,6"

When you're done changing the field code, you can toggle out of 'field codes mode' by pressing the 'View Field Codes' button on the DebateHelper ribbon tab (or by pressing Alt+F9).

CARD MENU

These are the styles that you use in a card.
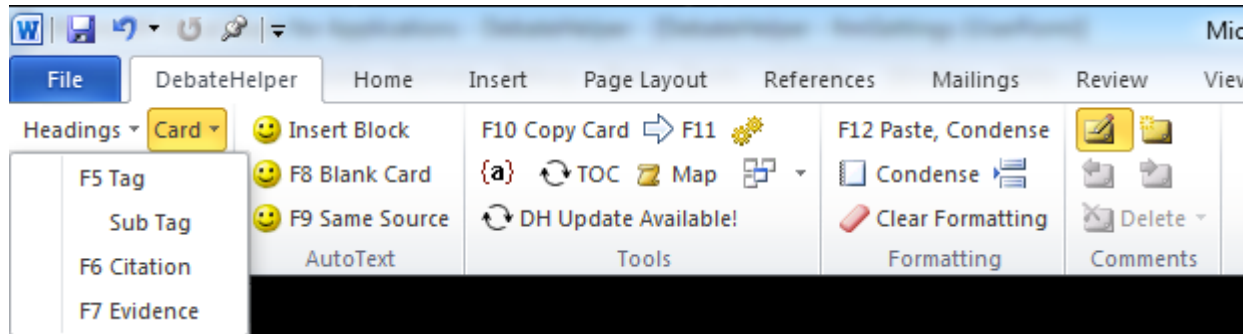
Tag: Summary of the card.

Citation: Full citation of the source: [Author] ([Institution/Qualifications]). [Website Title]. [Date published]. Accessed [date accessed]. [URL].

Evidence: The exact paragraph[s] from the original source with no alterations.

'Sub Tag' is used instead of 'Tag' for a card that is hierarchically below another card.

Example card:

NSA stopped 4 terrorist attacks (Sean Joyce – Deputy Director of the FBI)

Sean Joyce (Deputy Director of the FBI). International Business Times. "The Four Times NSA Surveillance Programs Stopped An Attack."
June 18, 2013. Accessed November 1, 2014. http://www.ibtimes.com/four-times-nsa-surveillance-programs-stopped-attack-1312309.

To prove the necessity of these programs, Sean Joyce, deputy director of the Federal Bureau of Investigation, described four of the instances in which, under the authority of either Section 215 or Section 702, an attack was thwarted. Two of the cases were previously undisclosed, according to the Guardian newspaper. The examples show a process whereby the NSA's programs detected a suspicious individual within the U.S., and the FBI then moved to identify and investigate that person.

OTHER STYLE FEATURES
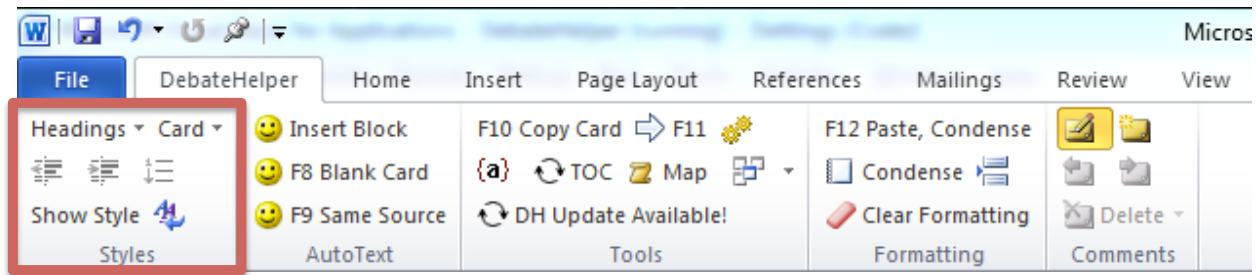
INDENTS

Moves list between different sublevels.

RESTART NUMBERING

Restart numbering in a list (for numbered responses in a block). This should happen automatically but just in case it doesn't.

SHOW STYLE

You can show the name of the current style in the status bar (at the bottom of the screen) via Alt+S.

UPDATE STYLES FROM TEMPLATE

If you make changes to the master template, all future DebateHelper documents will be based off your new, edited template. However, briefs that have already been created will not be changed. To copy the styles from the master template to the brief, click on this button.

AUTOTEXT GROUP
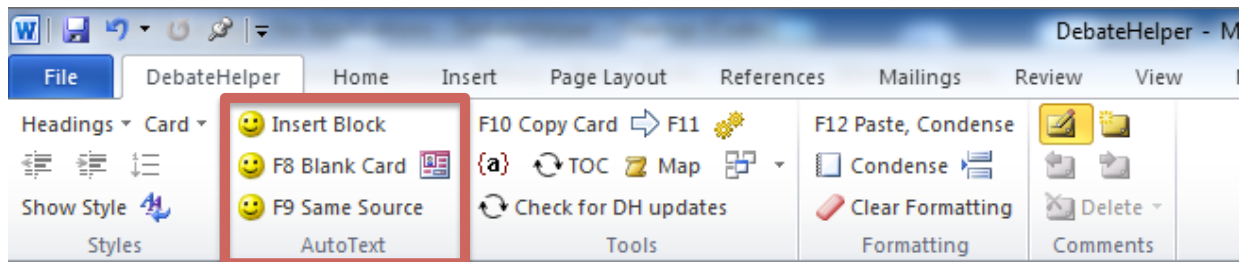
INSERT BLOCK

Inserts a new block where the cursor is. (this includes the block's title and a sample response).

If you are going to use numbered responses with your blocks, it is recommended that you have the cards on the pages following the blocks.

If you are just going to use cards in your blocks, then you don't have to use the 'New Block' AutoText shortcut, you can just use the Block style.

BLANK CARD

Inserts a new card (with tag, citation, and evidence placeholders) where the cursor is.
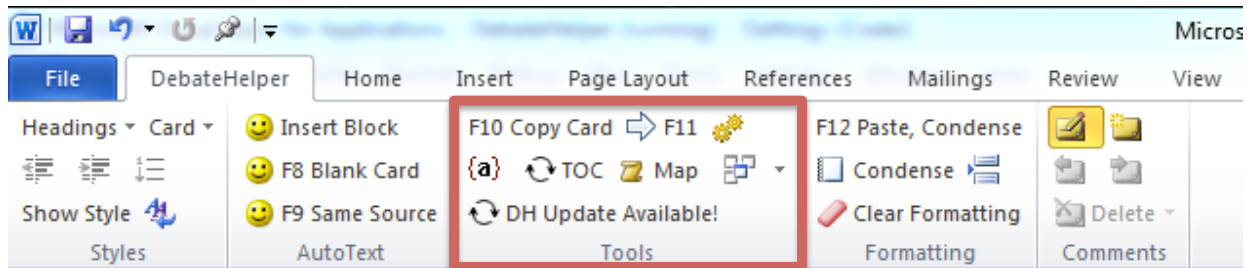
LAUNCH CITATION GENERATOR

Opens a wizard to automatically generate a citation from a form.

SAME SOURCE

Inserts a new card, but with the same citation as the previous card.

TOOLS GROUP

COPY CARD

Copies the card where the cursor currently is.

SEND TO REBUTTAL

This copies the current selection, block, or card, and sends it to another 'Rebuttal' word document. Specifically, it copies the current selection (if text is selected), the current block (if the cursor is in block title or response), or the current card otherwise. This is helpful for compiling the blocks or cards you want use in rebuttal.

Another use is that if your opponent asks you for a card, you can use the 'Send to Rebuttal' document to easily copy the card to another document for you to give them (that way they just see the card that they asked for and not your entire brief).

UPDATE TABLE OF CONTENTS

This updates the table of contents at the top of the brief.

SHOW DOCUMENT MAP

Shows the document map in a left sidebar, which is a Microsoft Word feature that is essentially a table of contents that you can always view (no matter where you are in the document).
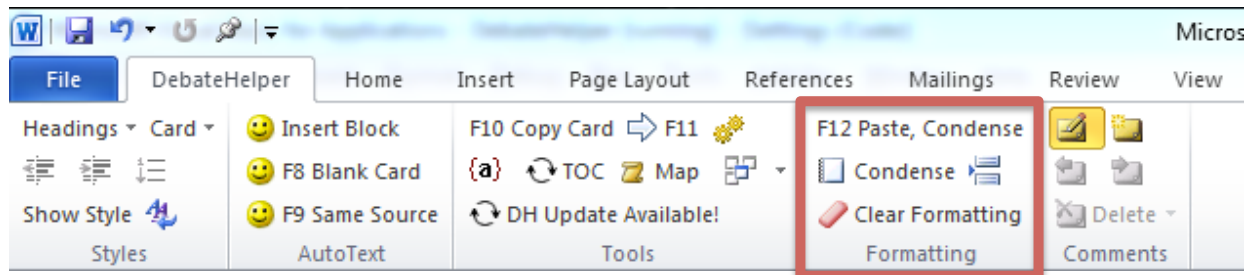
WINDOWS

Allows you to view the names of all open Microsoft Word documents and switch between them.

VIEW FIELD CODES

This is a little more advanced, but if you know what you're doing you can change what the Table of Contents shows by altering its field code. See 'Choosing Which Headings Are In The Table Of Contents' on page 6 for more information.

FORMATTING GROUP

PASTE & CONDENSE

This paste any copied text as one single paragraph. This can especially come in handy for PDF's where line breaks make the text difficult to copy and paste.

CONDENSE

Condense the selected text into a single paragraph.

INSERT PAGE BREAK

This inserts a page break, which moves the text below the cursor to the next page. This can be help if a card is caught between two pages and you want to have the entire card on one page.

CLEAR FORMATTING

Clears the formatting of the selected text.

BRIEF SETTINGS

You can access the DebateHelper brief settings by clicking the cog in the Tools group in the DebateHelper ribbon tab, or by going to File → Add-Ins → DebateHelper Template Settings.

ADD DEBATEHELPER PUSHPIN

If for some reason you 'lost' the DebateHelper pushpin from your Quick Access toolbar, you can re-add by clicking this button. (See 'Getting to Know DebateHelper' on Page 4 for more information).

REMOVE DEBATEHELPER PUSHPIN

If you want to get rid of the DebateHelper pushpin from your Quick Access toolbar, you can do do so by clicking this button. (See 'Getting to Know DebateHelper' on Page 4 for more information).

AUTOMATICALLY UPDATE STYLES FROM TEMPLATE

If you make changes to the master template, all future DebateHelper documents will be based off your new, edited template. If you check this box, every time you open a DebateHelper document, it will check with the master DebateHelper template and change the styles in the document to match those in the template.

AUTOMATICALLY CHECK FOR UPDATES

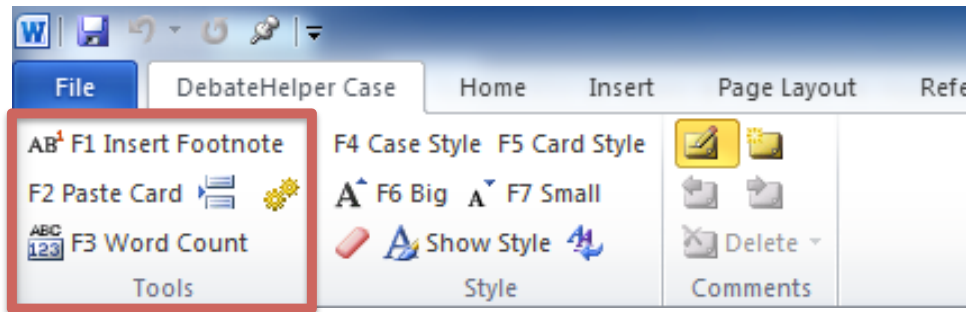If this box is checked, DebateHelper will check for updates every week to see if there are updates.

OPEN TEMPLATES FOLDER

This will open the Microsoft templates folder on your computer where the master template (DebateHelper.dotm) is stored.
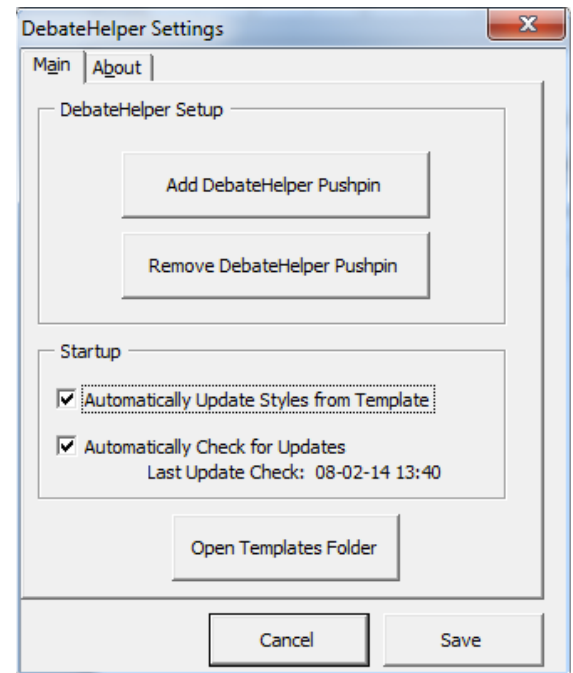
CASE

TOOLS GROUP

INSERT FOOTNOTE

This inserts a footnote (for a card in the case).

PASTE CARD

This pastes any copied text as one single paragraph. This can especially come in handy for PDF's where line breaks make the text difficult to copy and paste.
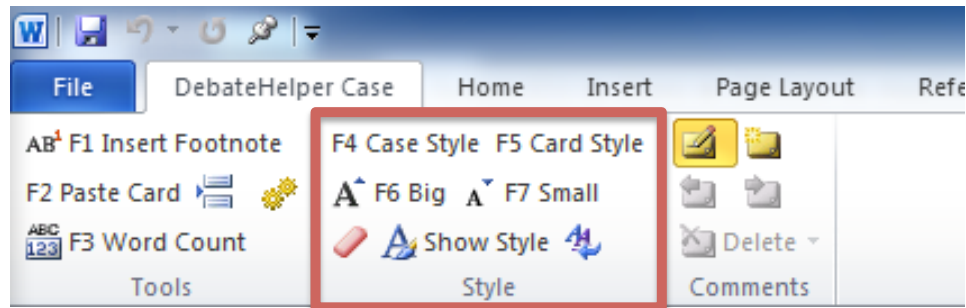
PAGE BREAK

This inserts a page break, which moves the text below the cursor to the next page. This can be help if a card is caught between two pages and you want to have the entire card on one page.

WORD COUNT

This counts all the words that are size 12 in the case. This can be helpful if you keep cards in the case.

STYLES GROUP

CASE

This is the style you use for analysis and introducing authors.

CARD

This is the style you use for an actual card (it's size 7). You make the parts of the card that you are reading bigger (via F6), and you can undo that (via F7).

CLEAR FORMATTING

Clears the formatting of the selected text.

SHOW CURRENT STYLE

You can show the name of the current style in the status bar (at the bottom of the screen) via Alt+S.

UPDATE STYLES FROM TEMPLATE

If you make changes to the master template, all future DebateHelper documents will be based off your new, edited template. However, briefs that have already been created will not be changed. To copy the styles from the master template to the brief, click on this button.