

## Using RefWorks in Your Paper

**Write-N-Cite is compatible with the following applications:**

- Microsoft Word 2000 and up
- Windows 98, ME, NT, 2000 and XP
- Internet Explorer 5.0 and up

### **Downloading Write-N-Cite**

- Point to **“Tools”** and click **“Write-N-Cite”**
- Click on **“Click Here”** (to start downloading)
- Click **“Save”** to **“Desktop”**
- When finished, **LOG OUT** of RefWorks
- On your desktop, double click on the **“wcinstall” icon**
- Click **“Next”** (3 times)
- Click **“Finish”** and then **“OK”**
- **RESTART** your computer
- Open **Word**

**Launching Write-N-Cite** – you have 3 options

- a. Click the toolbar button
  - b. Select **“Write-N-Cite”** from the **“Tools”** menu
  - c. Click the **“Start”** menu, and select **“RefWorks”** from **“All Programs;”** this will automatically open a copy of Word
- When the login dialog box appears, enter your **user name** and **password (for RefWorks)** and click **“Login”**
  - Click the box next to **“Always on Top”** to keep Write-N-Cite on top of all other programs including Word. Also, notice that the name of the Word document that is active in RefWorks is written next to MS Word Status
  - Write-N-Cite provides only the essential items to allow more viewing area for your references. You can use the **“Search RefWorks”** feature and author hyperlinks to

search through references. From the “**View**” menu you can select to view “**All References**” or view by “**Folder**,” you cannot create or edit folders. You can also sort the reference list by selecting a sort option from the “**Sort by**” list. To see the full reference, click the “**View link**” button

- **Note:** You may have the full version of RefWorks open at the same time you have Write-N-Cite open. If you make edits in RefWorks be sure to refresh your Write-N-Cite version to reflect the edits

### **Citing References**

- Point and click the mouse where you want the reference inserted
- Switch to Write-N-Cite and click the “**Cite**” link next to the correct reference
- Write-N-Cite automatically inserts the opening and closing curly brackets as well as the Ref ID, Author Last Name and Year – the brackets and “unnecessary” information will be removed when we create the bibliography
- To cite a second reference in the same location, click the “**Cite**” link for the second reference. The reference information is automatically inserted in the same set of curly brackets

### **Inserting Footnotes**

- From Word, click “**Insert**”
- Select “**Reference**” and then “**Footnote**”
- Switch to Write-N-Cite and click the “**Cite**” link next to the correct reference

### **Creating a Bibliography**

- **Save** Word Document to the desktop
- Click “**Bibliography**” (from Write-N-Cite window) to generate the formatted paper
- Select the correct “**Output Style**” and select “**Create Bibliography**”

**Note:** You do not need to select the file since Write-N-Cite is already linked to the current document. The program creates the formatted paper as a *new* document with the document name preceded by the word "Final". For example, a document named **Test.doc** would be formatted with the name **Final-Test.doc**. Remember, if you need to make edits to the document, be sure to edit the original document and re-create the formatted document by running the bibliography process again.