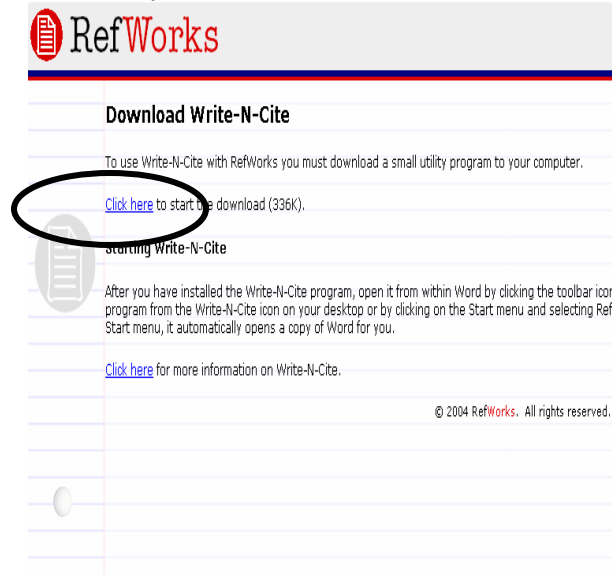



RefWorks: Bibliographic Citation Manager**USING WRITE-N-CITE**

Write-N-Cite is an abbreviated version of RefWorks, as an utility for Microsoft Word, which allows you to:

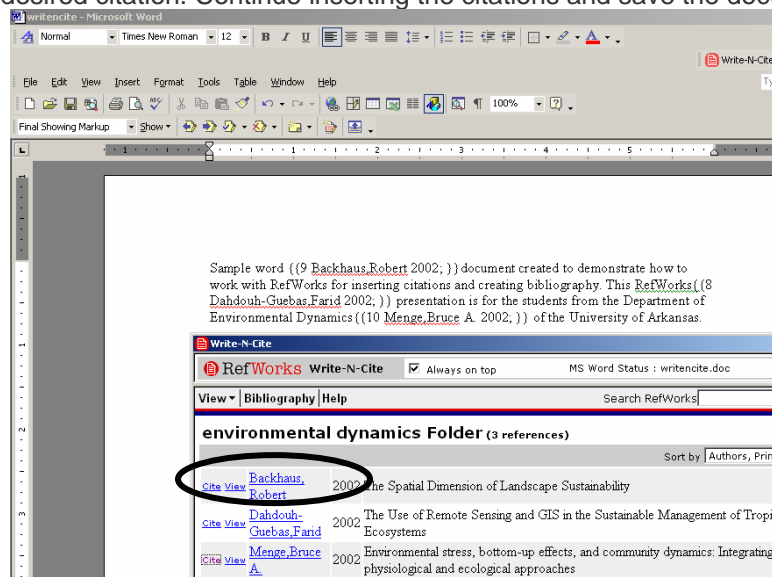
- Insert citations directly from RefWorks into your manuscript with the click of a button.
- Create the bibliography based on the inserted citations and add it to the end of your paper.

1) **Download the software.** Go to **Tools** drop box menu and select **Write-N-Cite**. Click the link to download.

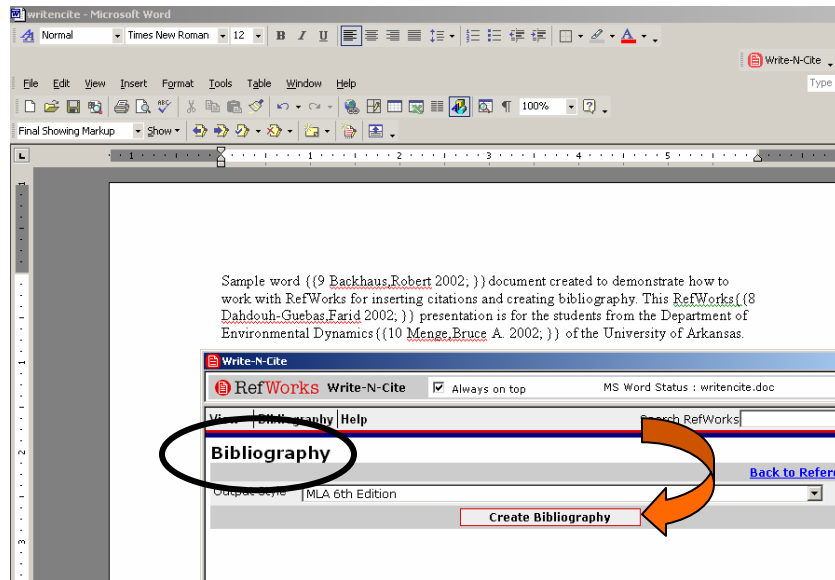


Restart the computer to activate the installation. The Write-N-Cite icon  in the Microsoft Word toolbar indicates the installation of the software is complete.

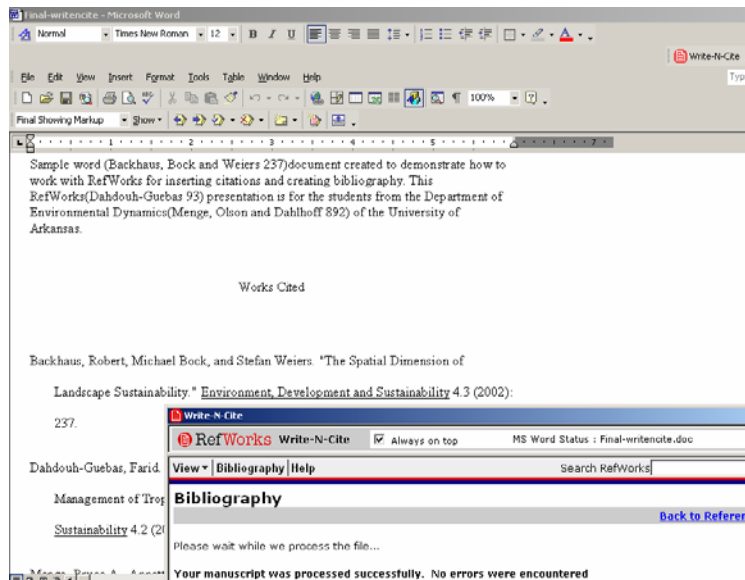
- 2) **Open Microsoft Word and Write-N-Cite.** Open the word processor and click on the Write-N-Cite icon. Choose the "Always on Top" option in the login window. Log into your RefWorks account and select the desired folder.
- 3) **Create/Open the document.** Write your manuscript, preparing to insert some citations.
- 4) **Insert the citations.** Move the cursor to where you need to insert the citation. In the Write-N-Cite window, click on the cite link adjacent to the desired citation. Continue inserting the citations and save the document.



- 5) **Create the bibliography.** Click on the Bibliography button. After selecting the output format style, click on Create Bibliography.



The final document will be saved as a new file.



One Line/Cite View

This utility is useful for Netscape browser users and Mac users for inserting citations and creating bibliography, since Write-N-Cite software is compatible only with Internet Explorer.

Open your word processor and the open your RefWorks account. Switch to the One Line/ Cite View in RefWorks.

Click the cite link corresponding to the desired citation in RefWorks. From the **Citation Viewer** that pops up, copy the citation and paste it in the desired position in your word processing document.

Click on the bibliography button in the **Citation Viewer**. Select the desired style. Choose the option "Base Bibliography on Manuscript" and select the document; click on **Create Bibliography**.

The final document will be saved automatically or a download link will appear, requiring you to manually save the final document.