

## Getting Started With Write-N-Cite in 4 Easy Steps

You can get started with Write-N-Cite easily and view the formatting of your in-text citations, footnotes and bibliography – all while you are writing your paper.

### To get started:

- Click the 'RefWorks' tab in Word
- [Select](#) an output style
- [Insert](#) in-text citations or footnotes and your bibliography
- Save your paper

### Step 1: launch Write-N-Cite

**Note:** The first time you launch Write-N-Cite for Windows, you will must be connected to the internet in order to log in to RefWorks and sync with your RefWorks database

**Tip:** In most cases, there is no need to log out of Write-N-Cite when you are not using it. If you are using Write-N-Cite for Windows on a public computer without a personal login, you should log out of Write-N-Cite when you complete your work.

### Logging In To Write-N-Cite for Windows for the first time

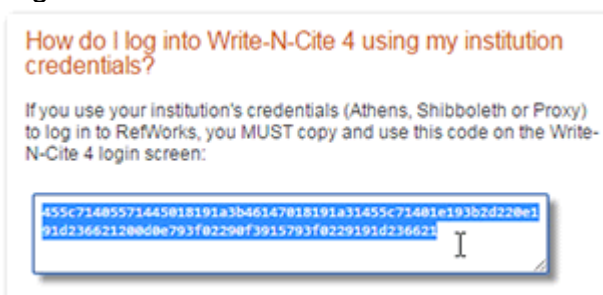
- Click the **RefWorks** or **ProQuest** tab in Microsoft Word and click '**Log In**'



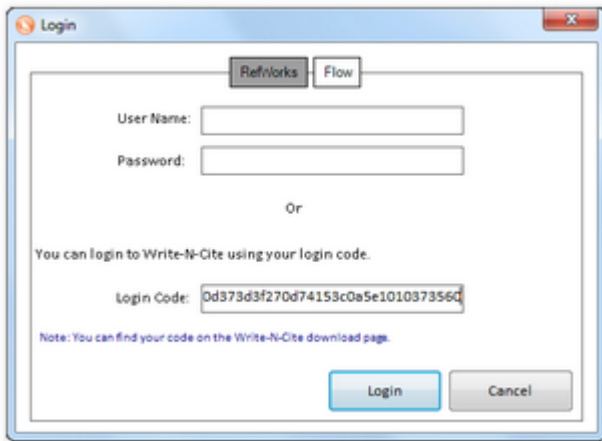
### For student PCs at UWE

You will need to obtain a 'login code' from the RefWorks website

- Log in to the [RefWorks website](#), select 'Tools > Write-N-Cite' from the menu and copy your Login Code

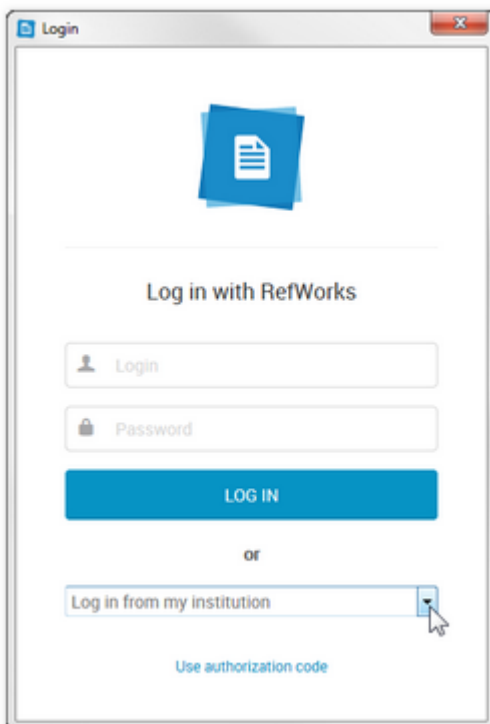


- Back in the ProQuest tab in Word, click the 'Log in' button and paste in the code:



### For your own personal computer

- After clicking 'Log In', select 'University of the West of England' from the 'Log in from my institution' list:



- This will take you to the usual UWE login page.

**Note:** You do not need to obtain a new login code every time you use Write-N-Cite. You only need a new login code if you have logged out of Write-N-Cite.

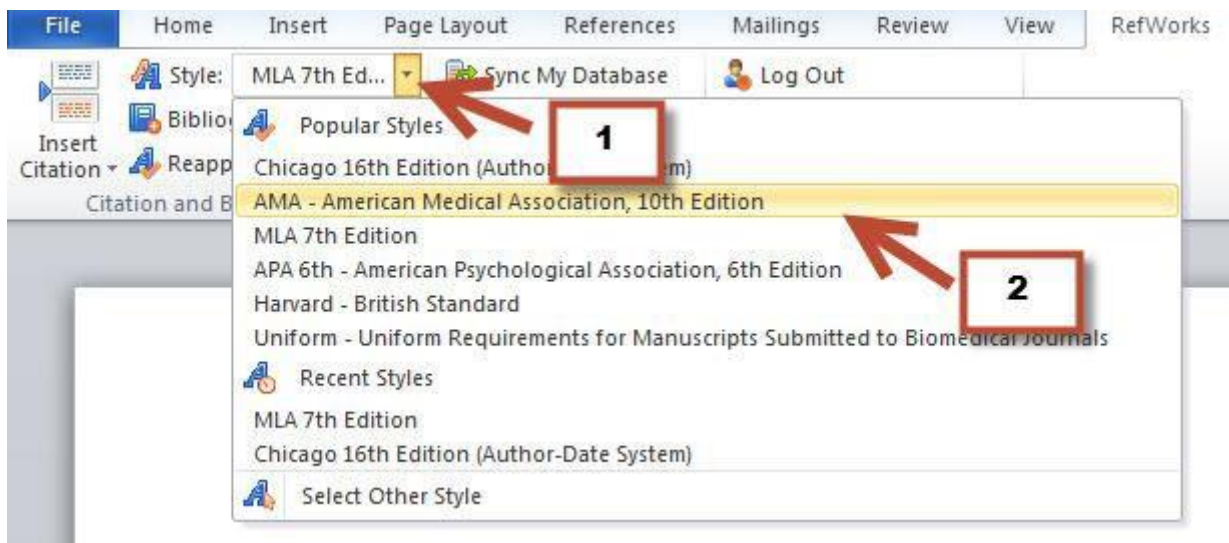
The first time you log in to Write-N-Cite, it will automatically “sync” with your RefWorks account. This may take a few seconds. It is downloading your references, folders and preferred output styles. Any time you make changes to your RefWorks references you can click **Sync my Database** in the **Extras** area and your new and edited references will be included in your account.

During this period, you can still access all of Word’s functionality, but the Write-N-Cite functions will not become active until syncing has finished.

### Step 2: selecting Your Output Style

The first thing you will want to do is select an output style for your document. Any in-text citations or footnotes and your bibliography will be displayed in your document while you write your paper – in the output style you have selected. You can always change the style later if you need to.

- Click the **Style** drop down. You will see a list of RefWorks' popular styles.
- Click on the style name or click **Select Other Style** at the bottom of the list to see your personal “favorites” or any output styles recommended by your organization (group favorites).
- You can change your output style and the formatting of your paper at any time by clicking on **Style** and selecting a new output style.



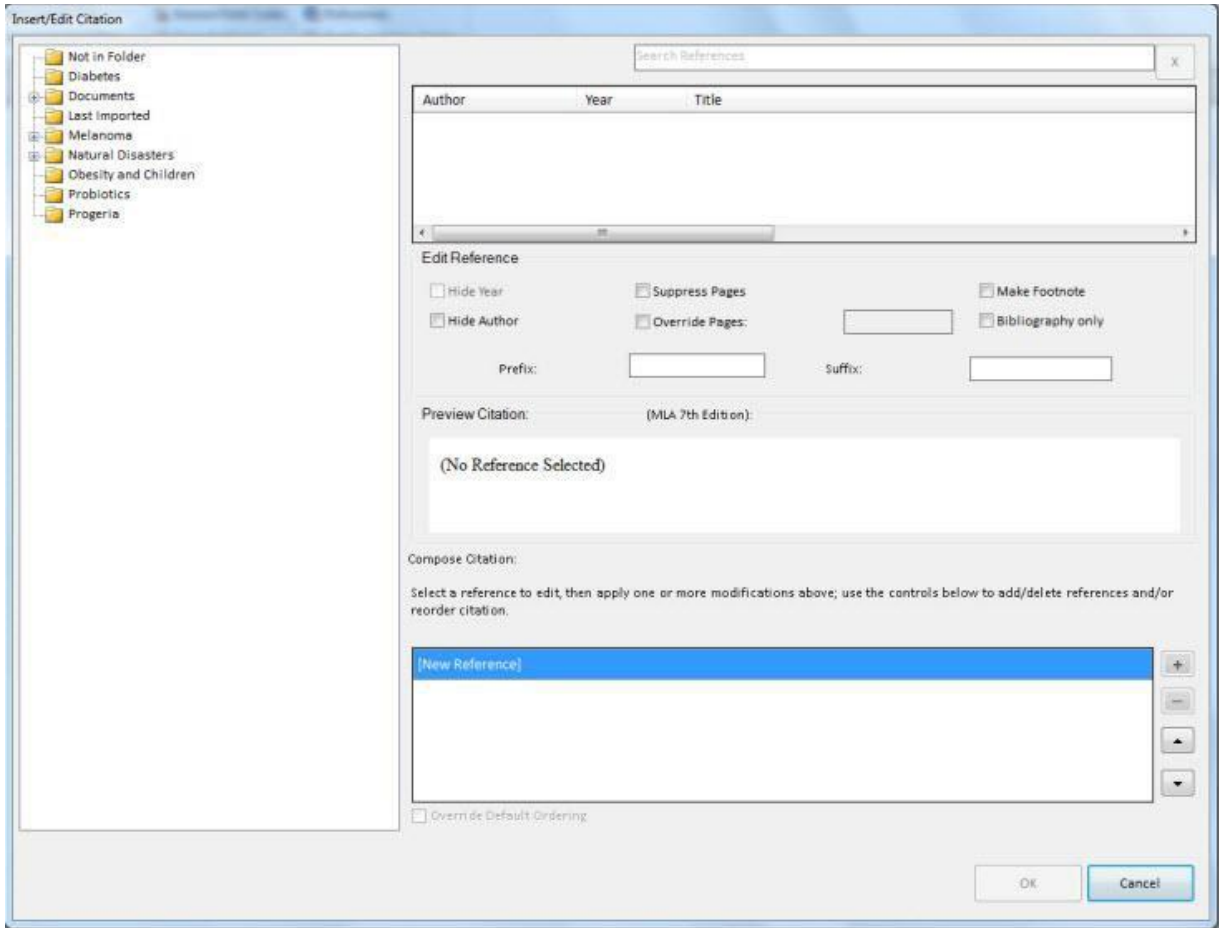
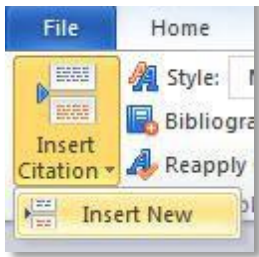
**Note:** if the output style you need for your paper is NOT in listed in the popular styles, favorites or group favorites, you will need to log in to your RefWorks account and add it using the [Output Style Manager](#). Once you add the style, you may need to sync Write-N- Cite to download the new style. Click **Sync My Database** in the **Extras** area of Write-N- Cite to download the newly added style.

### Step 3: Write Your Paper and Inserting Citations or Footnotes and Your Bibliography

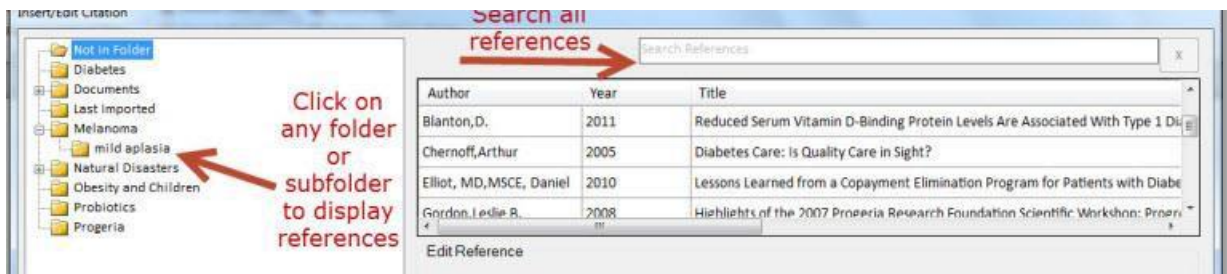
**Note:** You may want to sync your RefWorks database with Write-N-Cite if you have recently added references you want to use in your paper. Click the **Sync my database** icon to download new or updated references and output styles.

When you are ready to insert an in-text citation or footnote into your paper:

- Click the **Insert Citation** and **Insert New** option to launch the insert/edit citation box. If you have previously used Write-N-Cite, you may see some recently selected citations listed above the **Insert New** option. You can select citations displayed from this list or access all your references from the **Insert New** option.

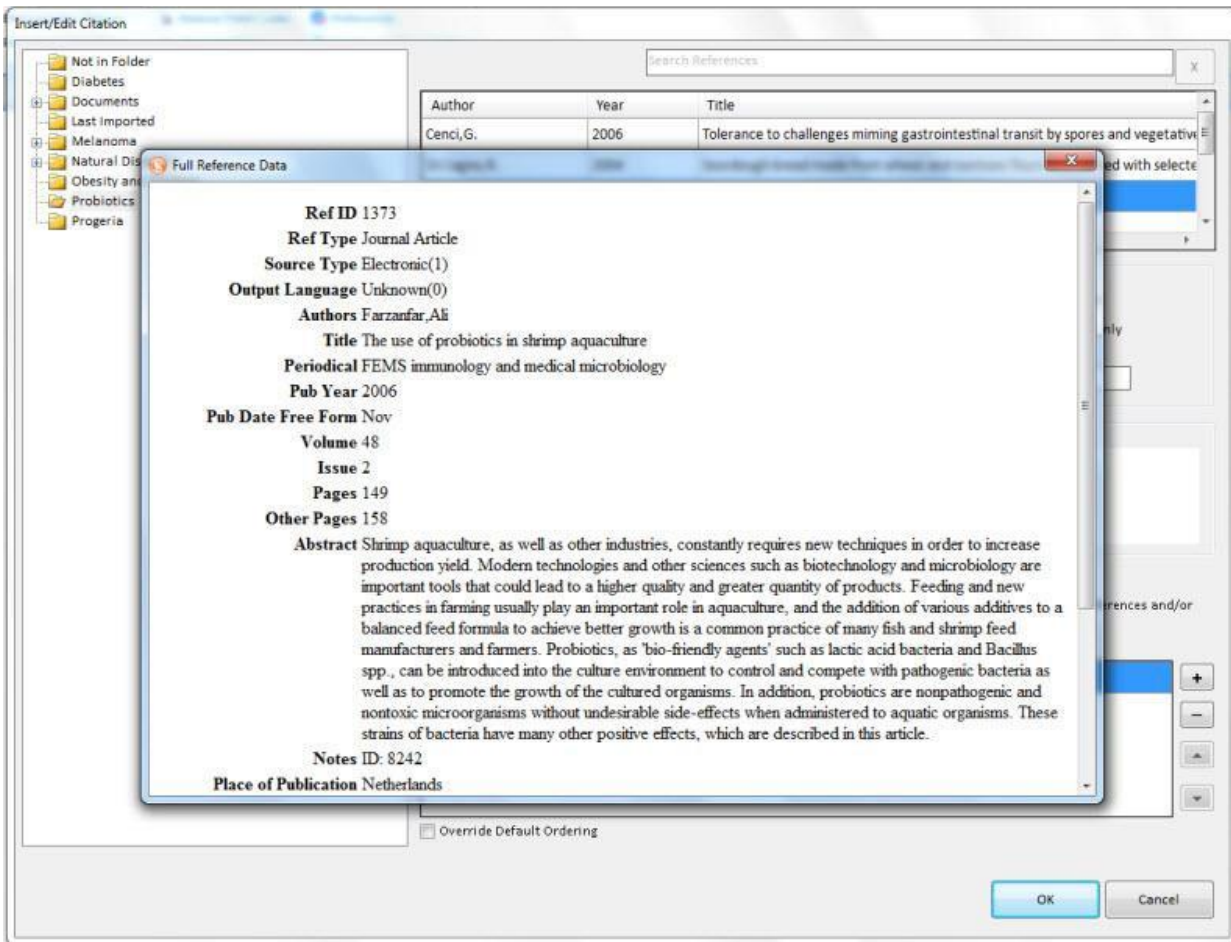


- Once the Insert/Edit Citation box displays, you can access references by folder or view or search for a specific reference. The search box will search every field of every reference. You can use “AND” and “OR” when using the search box.

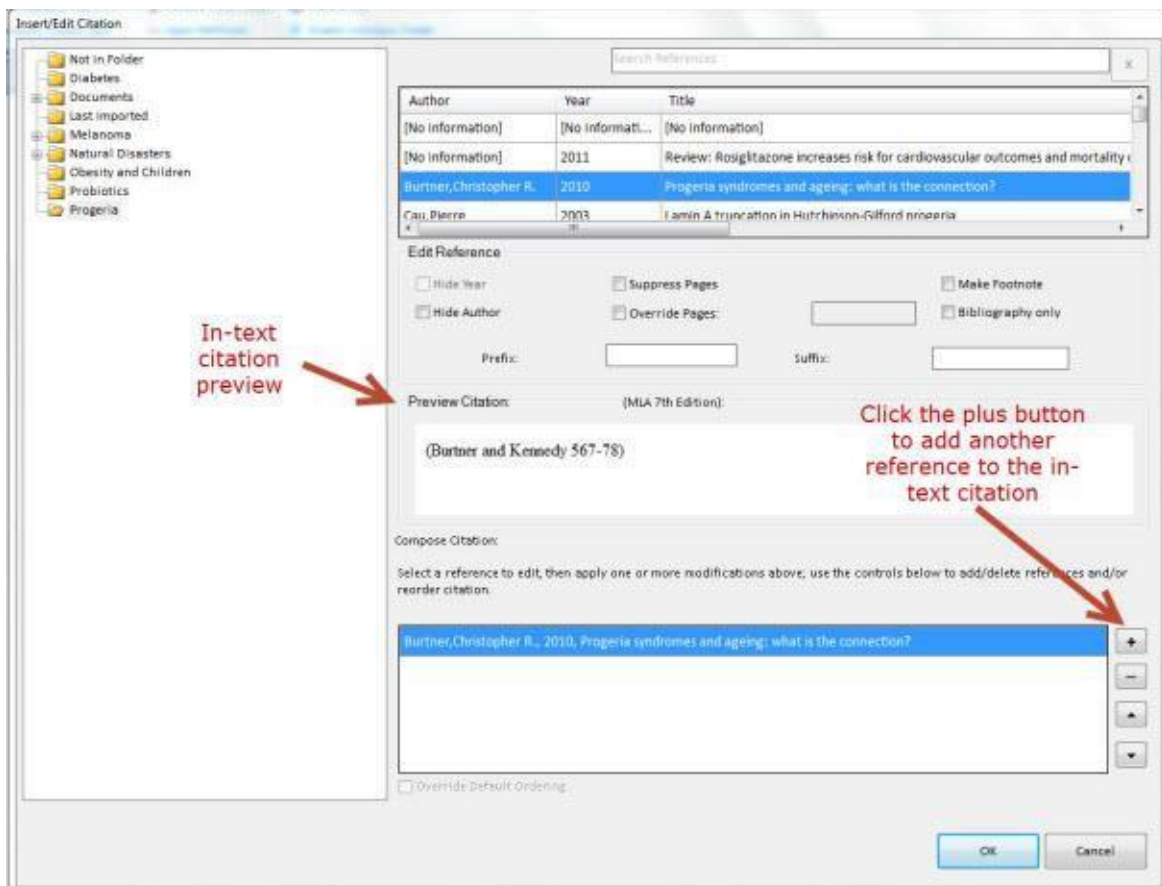


**Tip:** Use the horizontal scroll bar to see the full title of a reference. Right-clicking on the reference and choosing the item from the context menu will display the complete record (file attachments are not displayed).

## Full Reference View



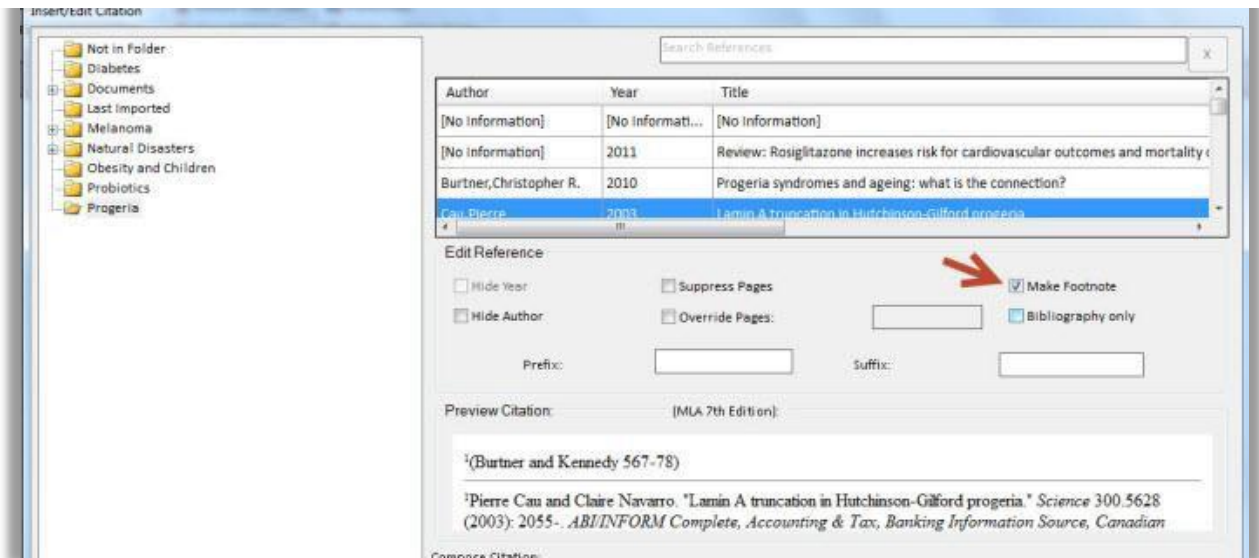
- Click on the reference you wish to insert into your paper. You will see a preview of the formatted citation in your current Output Style.



- Click OK to insert your formatted citation into your paper.

**Tip:** To add a second references in a single citation, click the **+** button in the **Compose Citation** area and then select the reference from your list.

- To insert a footnote instead of an in-text citation, click the **Make Footnote** checkbox in the **Edit Reference** area. Once you make a footnote and finish editing the citation, you will not be able to undo this action. However, you can always add a new in-text citation.



- You can insert your bibliography anywhere in your paper while you are writing. Click **Bibliography Options, Insert Bibliography**. *Note:* the bibliography will be inserted wherever the cursor is in your paper. You can click **Remove Bibliography** and re-insert if you need to change the location.



This is my document and I am going to insert a citation here (Burtner & Kennedy, 2010; Cau & Navarro, 2003) and I will write some more and insert more citations (Delahunt, Stehbens, Gilbert-Barness, & Shozawa, 2000) and even more here (Kudlow, Kennedy, & Monnat, 2007; Merideth et al., 2008)

#### References

Burtner, C. R., & Kennedy, B. K. (2010). Progeria syndromes and ageing: What is the connection? *Nature Reviews. Molecular Cell Biology*, 11(8), 567-78. doi: 10.1038/nrm2944

Cau, P., & Navarro, C. (2003). Lamin A truncation in hutchinson-gilford progeria. *Science*, 300(5628), 2055-2055. Retrieved from <http://search.proquest.com/docview/213593799?accountid=131239>

#### **Step 4: Save your formatted paper (you should really save it periodically while you are writing!)**

*This guide has been adapted from the guidance provided on the RefWorks Help File. Further information about using Write-N-Cite 4 can be found at this URL:* <http://www.refworks.com/refworks2/help/RefWorks2.htm>