



Using Write-N-Cite with Word 2007

Write-N-Cite is a free plug-in that links your RefWorks account with a Word document in progress. If you use it while writing your paper, you will be able to insert links to specific references in your RefWorks database.

You can download the program from the RefWorks web site. It is linked under the Tools button. There are versions for Windows and for Macs. After downloading and installing the program, a Write-N-Cite button is added to your Microsoft Word software which you also have to have installed on your computer. All university lab computers have both programs already installed.

NOTE: Make sure you keep a copy of your document with the placeholders in it. This way you can easily reformat your document if you make changes.

1. Open your Word document and click on the Add-Ins tab and the *Write-N-Cite* button. You will then be required to login to your RefWorks account.



2. You will get a new window listing all of your references. You can select from this list or choose a folder by clicking on the *View* button.

3. Go back to your Word document and put your cursor at the point where you wish to attribute content or ideas which came from one of your sources.

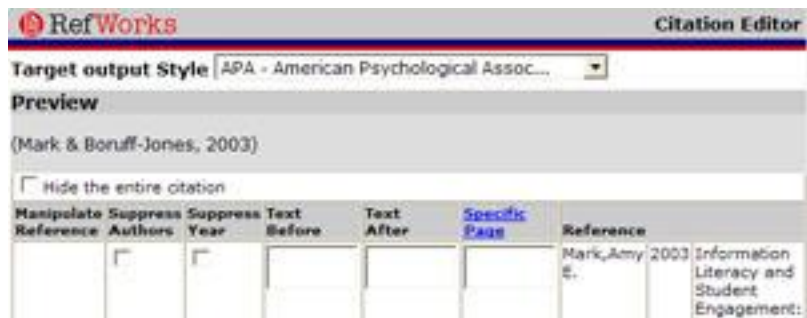


4. Then in Write-N-Cite click on the '*Cite*' link beside the relevant reference. A placeholder is inserted where the cursor was in your document. This will be formatted later according to the citation style you select.

Creating a Bibliography with Ease

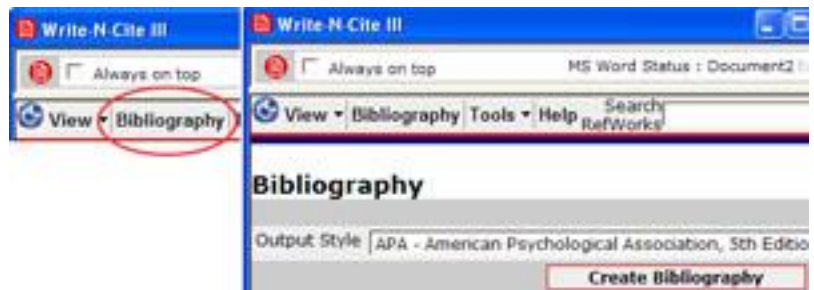
I intend to demonstrate that the task of creating an accurate bibliography in a desired citation style has never been easier. With the tool RefWorks, all students have the ability to accurately attribute ownership to the quotes and ideas retrieved during their research. {{3199 Mark, Amy E. 2003}}

- You can preview how your formatted citation will appear as well as make modifications by clicking on *Edit Citation* in the top right corner of the Write-N-Cite window. The Citation Editor is where you can adjust spacing, include additional words and add a page number (if the style uses them). If page numbers are not part of the style (ie. APA), you can use the *Text after* option.



- If you want to put a citation in a footnote, you have to use the footnote option in Word found under *Insert*. Put your cursor where you want to link to the footnote then create the footnote. Then put your cursor in the footnote before generating the placeholder.
- Continue through your document, adding placeholders where you wish. When finished, save a copy of the document with the placeholders.

- Go to Write-N-Cite and click on the *Bibliography* button, select a citation style and click *Create Bibliography*.



- Your document will be formatted and the placeholders are replaced with citations and a bibliography created at the end of the document listing all items from the citations in the appropriate citation style.

