

## Using RefWorks Citation Tools - for Windows Users

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### Write-N-Cite and One Line/Cite View

RefWorks provides several tools that allow you to create in-text citations and a bibliography from a list of references in your RefWorks account. Write-N-Cite is a utility that allows you to run an abbreviated version of RefWorks while you are working in Microsoft Word. To use Write-N-Cite you must download a small, free program to your home or office computer. (Write-N-Cite has been installed on some CSC public access computers.) If the computer that you are using does not allow you to download and install programs, use **One Line/Cite View** to generate your bibliography. One Line/Cite View is also recommended for Firefox users.

### Download Write-N-Cite III for Windows

Write-N-Cite III is MS Vista and Word 2007 compatible; it also has compatibility with XP and Word 2003. Current WNC for Windows users can use WNC III on old documents, however, the documents must be converted to a WNC III format which can be done within the program.

To install Write-N-Cite, login to your RefWorks account and go to the navigation toolbar. Click on Tools and then use the drop down menu to go to Write-N-Cite. Click on the link to download **Write-N-Cite III for Windows**.

*Note:* Do not install Write-N-Cite with Microsoft Word running.

### Working with Write-N-Cite III

1. Launch Write-N-Cite for Windows from within Word by clicking the Add-Ins button on the toolbar and then selecting Write-N-Cite. You can also launch the program from the Write-N-Cite icon on your desktop or by clicking the Start menu and selecting RefWorks from Programs. If you launch the program from the desktop icon, it automatically opens a copy of Word.
2. When the login dialog box appears, enter your user name and password and click **Login**.
3. Click the box next to **Always on Top** to keep Write-N-Cite III on top of all other programs including Word (you can drag Write-N-Cite out of the way to view your paper in MS Word). Also, notice that the name of the Word document that is active in RefWorks is written next to MS Word Status.
4. Write-N-Cite III provides only the essential items to allow more viewing area for your references.
  - **Search** - You can use the Search RefWorks feature and author hyperlinks to search through references.
  - **View** - From the View menu you can select to view All references or view by Folder; you cannot create or edit folders.
  - **Bibliography** – Where you go when you are ready to format your in-text citations and/or footnotes and generate your bibliography.
  - **Tools** – Provides various conversion and unformatting options.

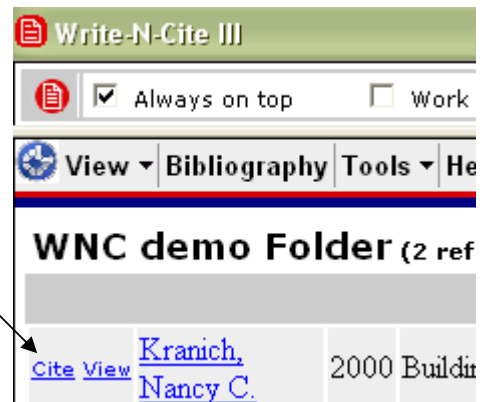
- **Help** – Access to the RefWorks online help section on Using Write-N-Cite III
- **Sort** - You can also sort the reference list by selecting a sort option from the Sort by list.
- **View link** – allows you to see the full reference
- **Edit Citation link** – Launches the **Citation Editor** where you can modify in-text citations or footnotes by adding text, suppressing information, changing citation order in multiple citations or deleting a placeholder from your paper.

**Note:** To delete temporary citation placeholders from your paper you **MUST** use the **Remove** option from within the Citation Editor. This is the only way to fully remove the coding stored in MS Word.

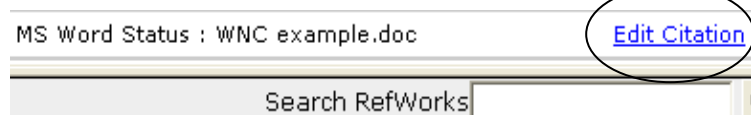
**Note:** You may have the full version of RefWorks open at the same time you have Write-N-Cite open. If you make edits in RefWorks be sure to refresh Write-N-Cite (which you can do by changing the view) to reflect the edits.

### Citing References

1. You may need to drag Write-N-Cite out of the way to see your document. In your Word document, click the insertion point at the place where you want the reference inserted.
2. Switch to Write-N-Cite III and click the **Cite** link next to the correct reference. Write-N-Cite III automatically inserts the opening and closing curly brackets as well as the Ref ID, Author Last Name and Year. This is called a **Temporary Citation Placeholder** and it is what RefWorks reads when formatting your paper. It is not what your final citation will look like.



3. If you want to modify or remove information that will appear in the formatted citation, click on the **Edit Citation** link in the upper right-hand corner of the Write-N-Cite window.



4. 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.

### Editing Citations

The **Edit Citation** link launches the **Citation editor** which allows you to preview your reference (and any modifications you make) in an output style of your choice, and modify how your citation will appear in-text or in a footnote by:

- suppressing (hiding) entire citation
- suppress (hiding) the author
- suppress (hiding) the year
- adding text before the in-text citation
- adding text after the in-text citation
- adding a specific page number (overriding the page number in your RefWorks record). This feature only works if the output style you plan to use has page numbers in the in-text citation or footnote. Also, this is the **ONLY** editing feature that works with a footnote.
- re-order or remove a citation placeholder

When you make any changes using the **Citation Editor**, your temporary citation placeholder (the temporary citation used by RefWorks to read and format your paper) will appear like this:

Before using the **Citation Editor**: {{14578 Babcock, L.E. 1988; }}

After using the **Citation Editor** to add a page number and text: {{14578 Babcock, L.E. 1988/p text before /f text after; }}

When you use the **Citation Editor**, you will see some coding inserted in your temporary citation placeholder. This coding (also called “switches”) tells RefWorks to do the action you specified. This coding is removed when your paper is formatted.

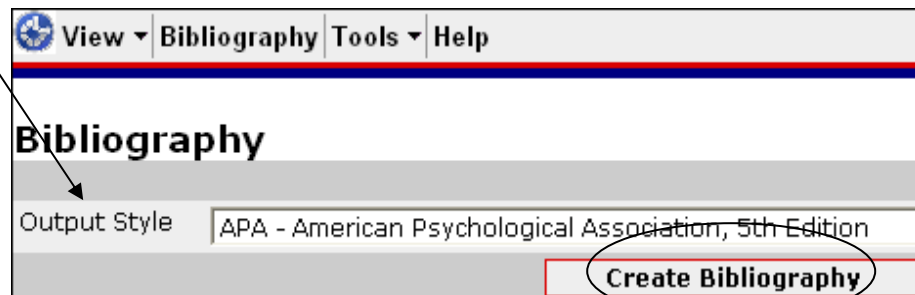
**Note:** Make sure you “**Save to Word**” any changes you make using the **Citation Editor**.

To edit an existing temporary citation placeholder, in Word, place your cursor within the double curly brackets of the temporary citation placeholder you wish to modify. The **Edit Citation** link will display in Write-N-Cite III and you can make any edits you desire.

**Important:** To remove a temporary citation placeholder from your paper, click on the **Remove** link to the left of the citation from the preview window in the Citation Editor and then the **Save to Word** button. You can also use the **Up** and **Down** links to change the order of your placeholders. Please note that the Output Style may override any order changes you make here.

### Creating a Bibliography

1. Select the correct **Output Style** and select **Create Bibliography**. You do not need to select the file since Write-N-Cite is already linked



to the current document. The program formats your document with the in-text citations (or footnotes) and the bibliography.

2. If you want to revise your paper and add additional temporary citation placeholders you do NOT need to unformat your document. Simply add the new temporary citation placeholders to the appropriate spot(s) in the paper and re-format your paper. Your newly added placeholders will be formatted and the bibliography will be updated.

For more information about this program, go to the RefWorks navigation toolbar, click on **Help**, and use the drop down menu to go to **Write-N-Cite Help**.

### One Line/Cite View (the Write-N-Cite Alternative)

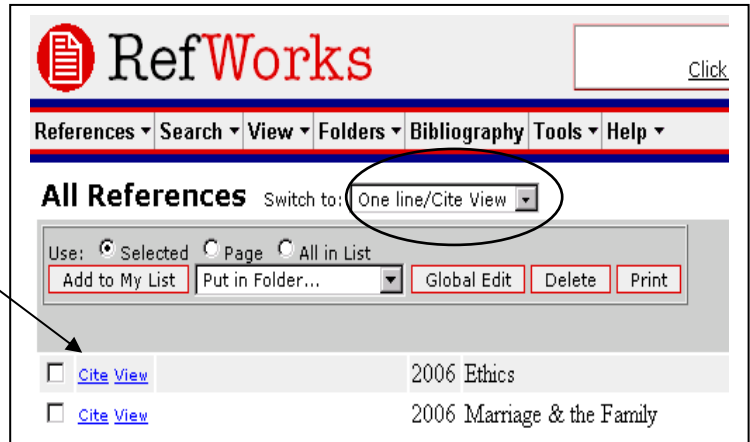
One Line/Cite View allows you to insert citations and create a bibliography from your references in RefWorks while you write your document.

## Getting Started

1. Open your word processing program (such as Microsoft Word) and begin writing your paper. If you have written the paper, open it.
2. When you need to include a citation, open **RefWorks** in another window and log in.
3. Select the folder of the references you want to use in your paper. (Have you proofed your references for errors and compatibility with your citation style? If not, click on the **View** link beside the reference to see it. If you need to make corrections, click the **Edit** button.)

## Citing References in your Paper

1. Switch to **One Line/Cite View** in RefWorks by using the view dropdown menu located next to the name of your references.
2. Click on the **Cite** link next to the reference you want to use. The **Citation Viewer** window will appear containing the citation formatted: {{54 Johnson;}}.
3. To cite a second reference in the same location, click on the **Cite** link by any other reference.
4. Once you have all of the references you need for a particular in-text citation, click the **Select Citation** button.
5. The citation will be highlighted. Click **Edit**, **Copy** from the **Citation Viewer** toolbar. Go to your paper. Select **Edit**, **Paste** to insert the citation. (You can also drag and drop the highlighted temporary citation into your document.)
6. Be sure to **Clear** the Citation Viewer window before creating your next citation.



## Formatting your Document and Creating a Bibliography

Save the document you have just created, then follow these steps.

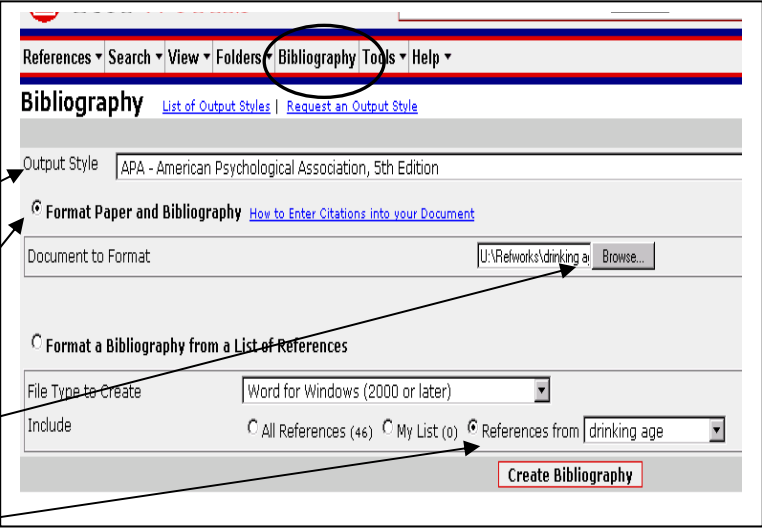
**Step 1:** Click the **Bibliography** button from the **Citation Viewer** window or from the **Bibliography** menu from RefWorks toolbar.

**Step 2:** Select the **Output Style** (MLA, APA) that you prefer

**Step 3:** Select the **Format Paper and Bibliography** button

**Step 4:** Use the **Browse** button to navigate to your paper

**Step 5:** Click **Create Bibliography**

A screenshot of the RefWorks 'Bibliography' creation interface. The 'Bibliography' menu is selected in the top navigation bar. Below it, there's a section for 'Output Style' set to 'APA - American Psychological Association, 5th Edition'. There are two main options: 'Format Paper and Bibliography' (which is highlighted with an arrow) and 'Format a Bibliography from a List of References'. Under 'Format Paper and Bibliography', there's a 'Document to Format' field with a 'Browse...' button. Under 'Format a Bibliography from a List of References', there's a 'File Type to Create' dropdown set to 'Word for Windows (2000 or later)' and an 'Include' section with radio buttons for 'All References (46)', 'My List (0)', and 'References from' (set to 'drinking age'). A 'Create Bibliography' button is at the bottom right.

The formatted document will open, which you can then save and edit as needed.