



# Write-N-Cite Quick Start Guide

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## Launch RefWorks Write-N-Cite

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

**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, you should log out of Write-N-Cite when you complete your work. If someone does gain access to your RefWorks account logged in to Write-N-Cite, they will not be able to change anything in your account since Write-N-Cite doesn't have any features to edit your references.

### For Help and Technical Assistance

- A tutorial that provides explanations of various Write-N-Cite functions is available within every account. Use the HELP pull-down menu to access the tutorials, FAQs, and more.
- Go to [www.youtube.com/proquestrefworks](http://www.youtube.com/proquestrefworks) for video tutorials
- Send questions or problems to [support@refworks.com](mailto:support@refworks.com).
- Free training webinars are available. A complete list of sessions can be found at [www.refworks-cos.com/training](http://www.refworks-cos.com/training). New dates and times are added monthly!
- Contact RefWorks technical assistance at +1.775.327.4105

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

Get started with Write-N-Cite to view the formatting of your in-text citations, footnotes and bibliography — all while you are writing your paper.

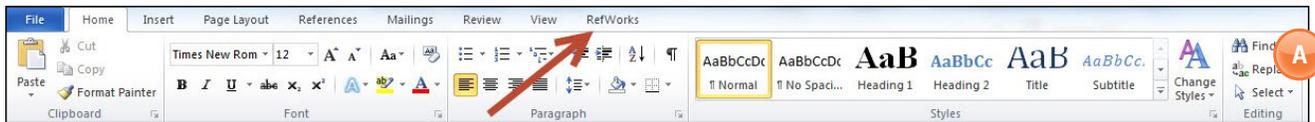
### It's easy!

- Click "RefWorks" in your MS Word ribbon to **launch** Write-N-Cite
- **Select** an output style
- **Insert** in-text citations or footnotes and your bibliography
- Save your paper

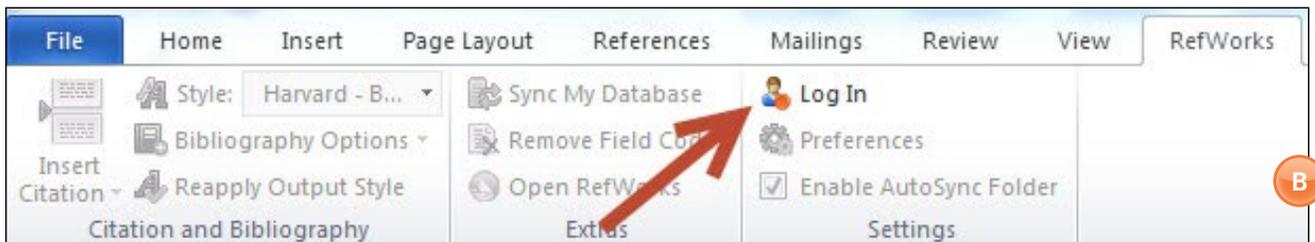
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## Logging in to Write-N-Cite for Windows:

1. Click **RefWorks** from the Microsoft Word ribbon. (A)



2. In the **Settings** area, click **Log In**. (B)



3. If you know your organization's group code, enter it and your RefWorks username and password. If you do not know your group code, you can obtain a Login Code by navigating in RefWorks to the Tools, Write-N-Cite page. A unique code is displayed for you and is valid for four hours. This Login Code replaces the need for your username and password. (C)

**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.

After you log in the first time, Write-N-Cite 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.

While it is syncing, you can still access all of Word's functionality, but the Write-N-Cite functions will not become active until syncing has finished.

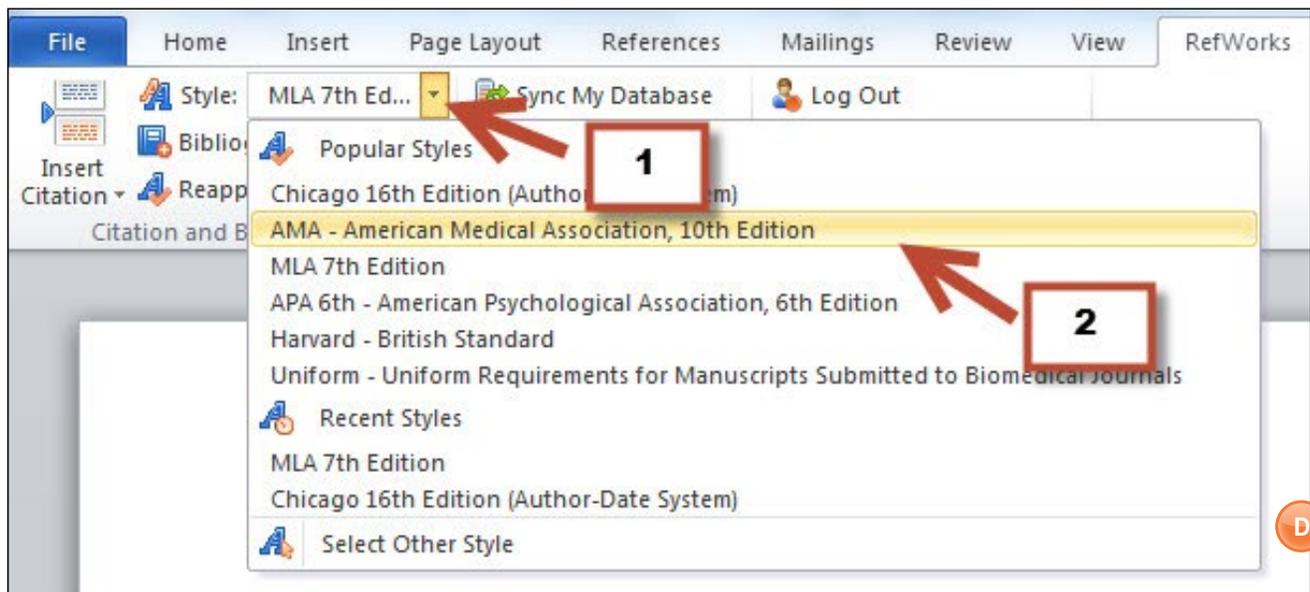


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## Selecting Your Output Style

First, 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.

1. Click the **Style** drop down menu. You will see a list of RefWorks' popular styles. (D inset 1)
2. 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). (D inset 2)
3. 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.

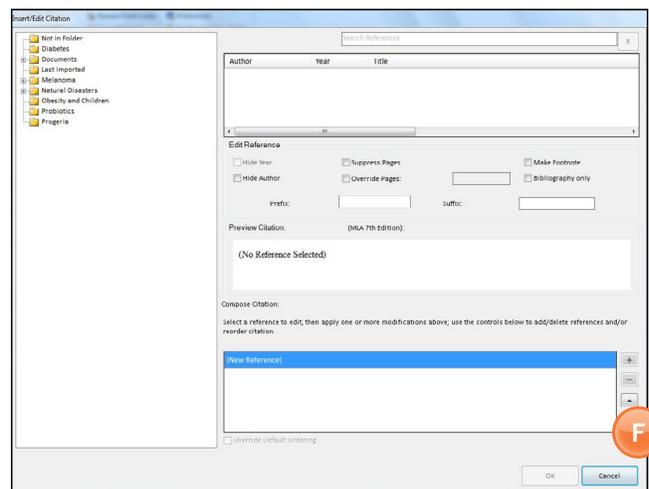
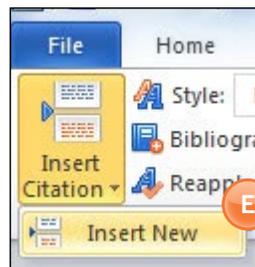


**NOTE:** If the output style you need for your paper is NOT listed, you will need to log in to your RefWorks account and add it using the **Output Style Manager**. Once you add the style, you will need to sync Write-N-Cite to download the new style. Click **Sync My Database** to download the newly added style.

## Inserting Citations or Footnotes and Your Bibliography

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

1. Click **Insert Citation** and **Insert New** 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. (E-F)



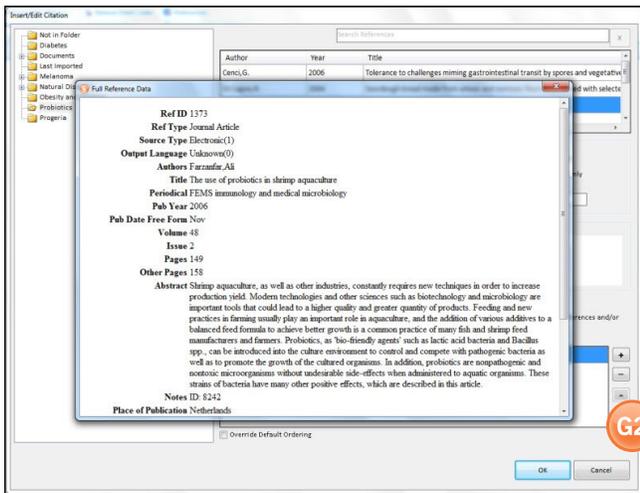
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2. Once the **Insert/Edit Citation** box displays, you can access references by folder, or search for a specific reference. The search box will search every field of every reference. You can use “AND” and “OR” when using the search box. **(G1-G2)**

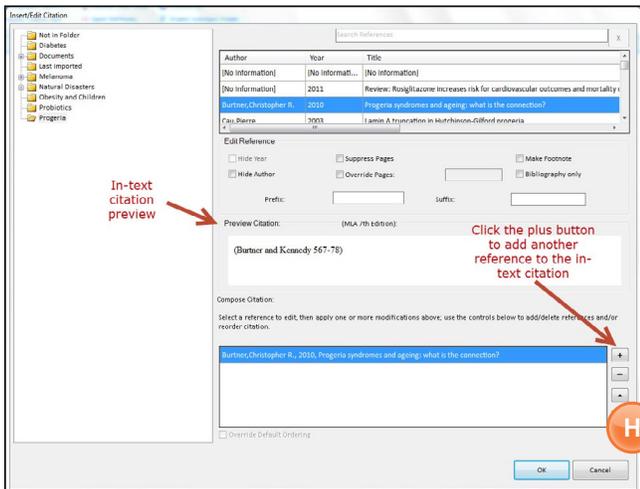


**TIP:** Use the horizontal scroll bar to see the full title. Right-clicking on the reference and choosing the item from the context menu will display the complete record (file attachments are not displayed).

## Full Reference View:



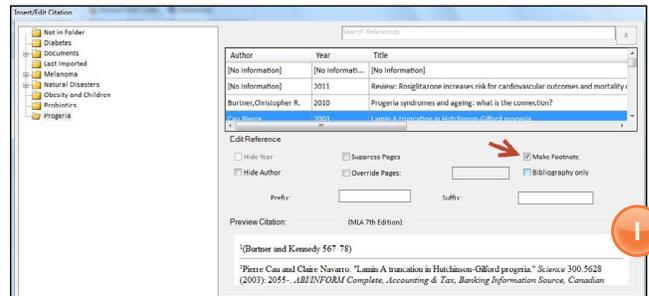
3. Click on the reference you wish to insert into your paper. You will see a preview of the formatted citation in your current Output Style. **(H)**



4. Click **OK** to insert your formatted citation.

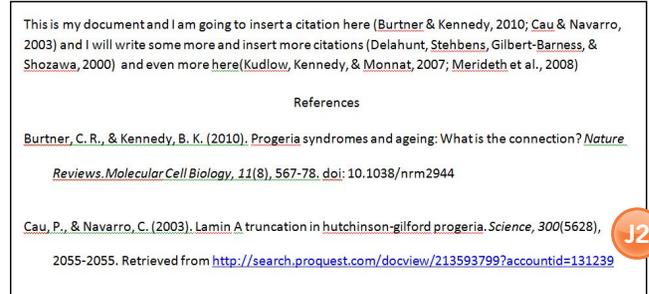
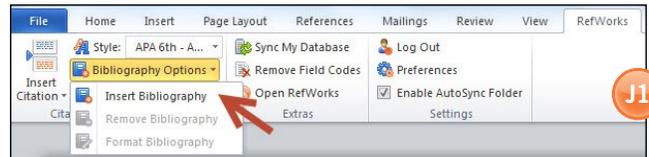
**TIP:** To add a second reference in a single citation, click the **+** button in the **Compose Citation** area, and then select the reference from your list. If you know you will be adding multiple references to the citation, double-click your reference to add it and make space for a new one.

5. 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. **(I)**



6. You can insert your bibliography anywhere in your paper while you are writing. Click **Bibliography Options, Insert Bibliography**. **(J1-J2)**

**NOTE:** Make sure you have your cursor already positioned where you want to place the bibliography, as 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.



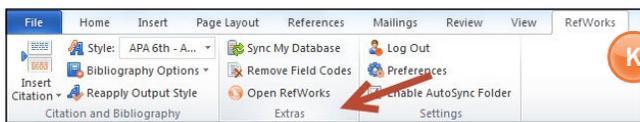
And — save your formatted paper (but save it periodically while you are writing!).

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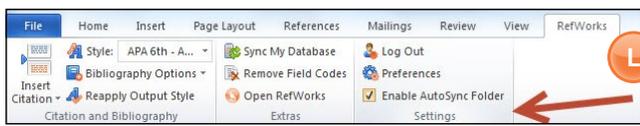


## Extras and Other Cool Stuff

1. The “Extras” section of the toolbar also offers options like Sync Your Database, Remove Field Codes, and Open Your RefWorks account. **(K)**



2. In the “Settings” area, you can log out of Write-N-Cite, and Set Preferences (like selecting a different language, import references, and even switch to another RefWorks account). **(L)**



3. Use Folder Auto Sync to create a subfolder in your Documents folder named after your document, and place copies of your references in that folder for easy access. **(M)**



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