



## Getting started with Write-N-Cite v.4 for Windows

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QG RFW005 [www.abdn.ac.uk/library/documents/guides/qgrfw005.pdf]

### Introduction

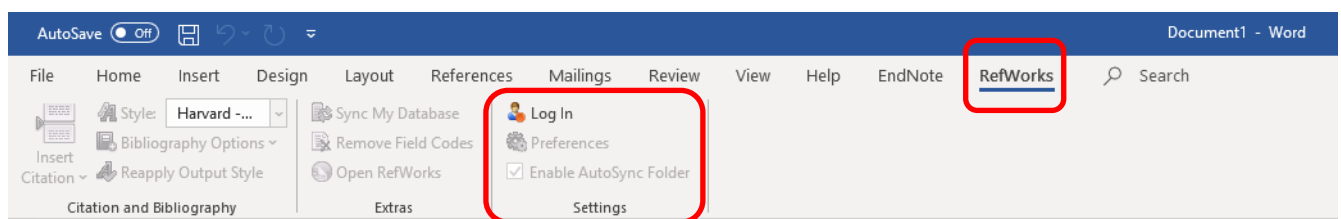
Write-N-Cite (W-N-C) v. 4 is an abbreviated version of RefWorks that works in Microsoft Word **to cite references in your work and format a bibliography at the end** with just a click of your mouse. There are versions for Mac and Windows operating systems. The utility installs a ProQuest/RefWorks tab in Microsoft Word for Windows and a floating toolbar in Microsoft Word for Mac.

Instructions in this guide refer to Word 2013.

All the University computers have W-N-C installed but you must install it manually on your personal computer. This can be done from the **Tools** menu in your main RefWorks account. Make sure you download the installation guide before you begin so that you are aware of any additional pieces of software required to support W-N-C.

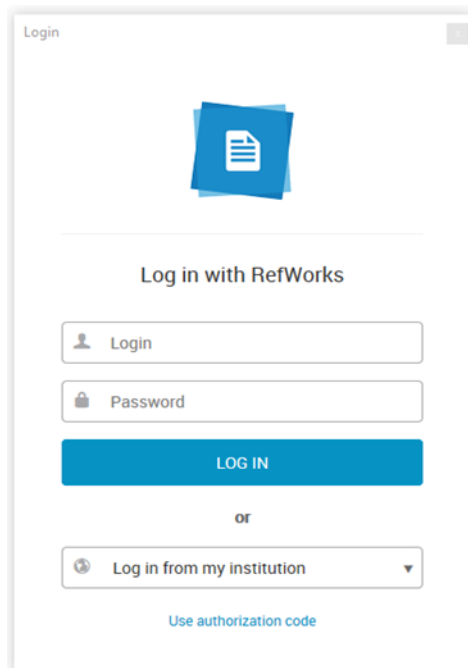
### Step 1. Launch Write-N-Cite

1. Open **Word**, then click on the **RefWorks** tab on the Microsoft Word ribbon.



2. In the **Settings** area click **Log In**.

3. In the **Login** window enter your RefWorks account login details (ignore the 'Log in from my institution' option.) Off-campus you may be asked to supply the University of Aberdeen's **Group Code**.



If you have forgotten the **Group Code**, it is available from our [Passwords webpage](#).

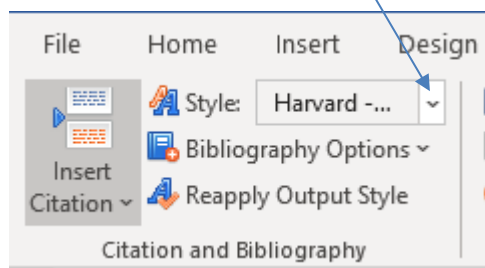
The very first time you log in to W-N-C, it will automatically "sync" with your RefWorks account. This may take a few seconds as it's downloading your references, folders and preferred output styles.

You should **Sync my Database** (found in the **Extras** section) **every time** you open the RefWorks tab so that you can see the very latest version of your RefWorks account, including new and edited references, new folders, favourite styles etc.

**Note:** You must be connected to the internet the first time you open Word and log in to W-N-C. Being online enables you to sync your RefWorks database with W-N-C so that you can view all your folders and references from Word.

## Step 2. Select your reference (output) style

1. Once logged in, the **Log Out** tab in the Settings area will become active.
2. From the **Citation and Bibliography** section select a reference style for your document; Click on the Drop-down menu next to **Style**. You will see a list of RefWorks' popular styles



The in-text citations or footnotes and your bibliography will be inserted into your document in the reference style you have selected, while you write your paper.

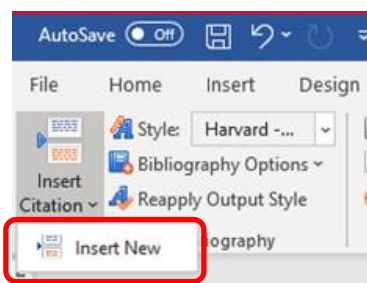
3. Click on the desired style name or on **Select Other Style** at the bottom of the list to see your personal **Favorites** or any reference styles recommended by the University of Aberdeen (from the **Filter** menu).

You can change the reference style and the formatting of your paper at any time by clicking on the **Style** menu and selecting a new output style.

**Note:** If the reference style you need for your paper is **not** listed in the popular styles, favorites or group favorites lists, you will need to log in to your main RefWorks account and add it using the **Output Style Manager**. Once you add the style you should return to your document, open the RefWorks tab and, log in and click on **Sync My Database** in the **Extras** section.

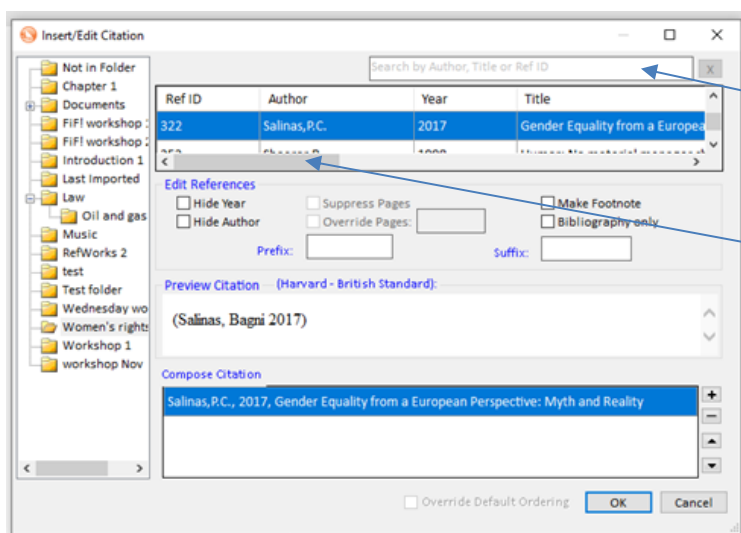
## Step 3. Write your paper and insert citations or footnotes

Remember to sync your RefWorks database with W-N-C by clicking on the **Sync My Database** icon if you have recently added new references to your RefWorks account and you want to use them in your paper.



1. At a point in the text where you want to insert a citation **add a space** using the space bar on your keyboard, then click the **Insert Citation** drop-down menu and select **Insert New**. This opens the **Insert/Edit Citation** box.

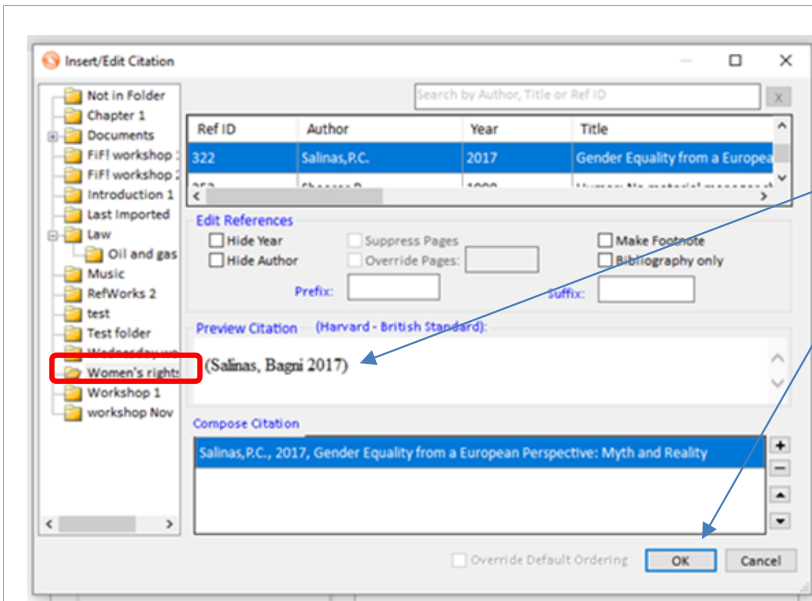
If you have previously used W-N-C you may see some recently selected citations listed above the **Insert New** option. You can select citations displayed from this list or access all your references from the **Insert New** option.



2. Once the **Insert/Edit Citation** box opens, 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.

Use the horizontal scroll bar to see the full title of a reference.

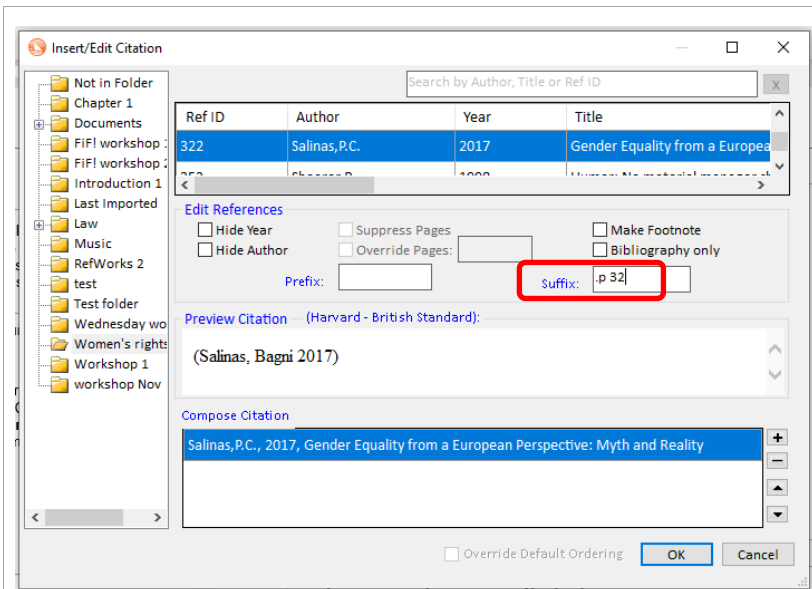
**Tip:** To view the complete record: select and right-click on the reference and select **Show Full Reference Detail** (file attachments are not shown).



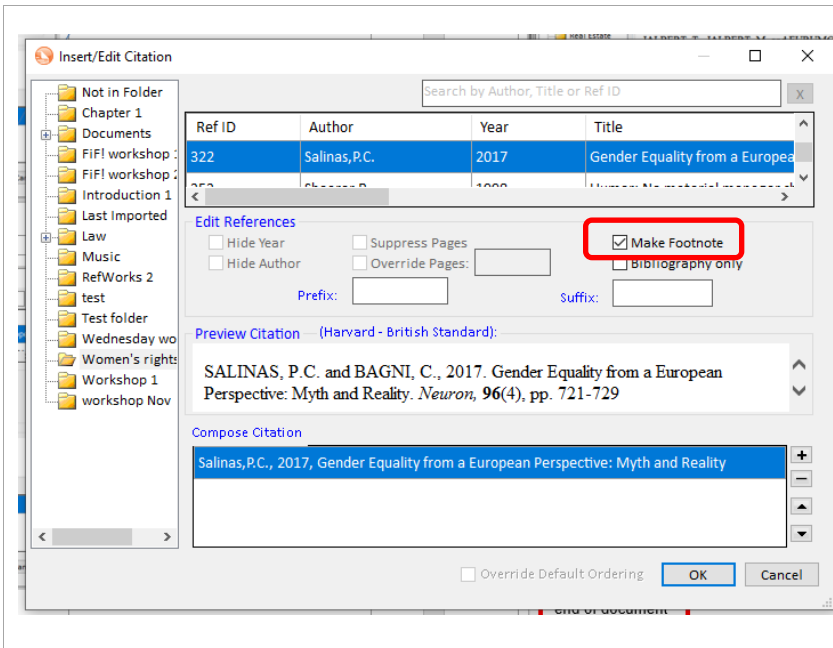
3. **Insert a reference:** Click on a folder and select the reference you wish to insert into your document – this will highlight the reference. You will then see a preview of the formatted citation.

4. Click **OK** to insert the citation into your paper.

**Note:** To add a second reference at the same point in your text: Click the **+** button in the **Compose Citation** area and then select the reference from your list.



**To insert a page number:** Enter the details in the **Suffix** box – exactly as you would write them in your text, i.e. include spaces and punctuation.

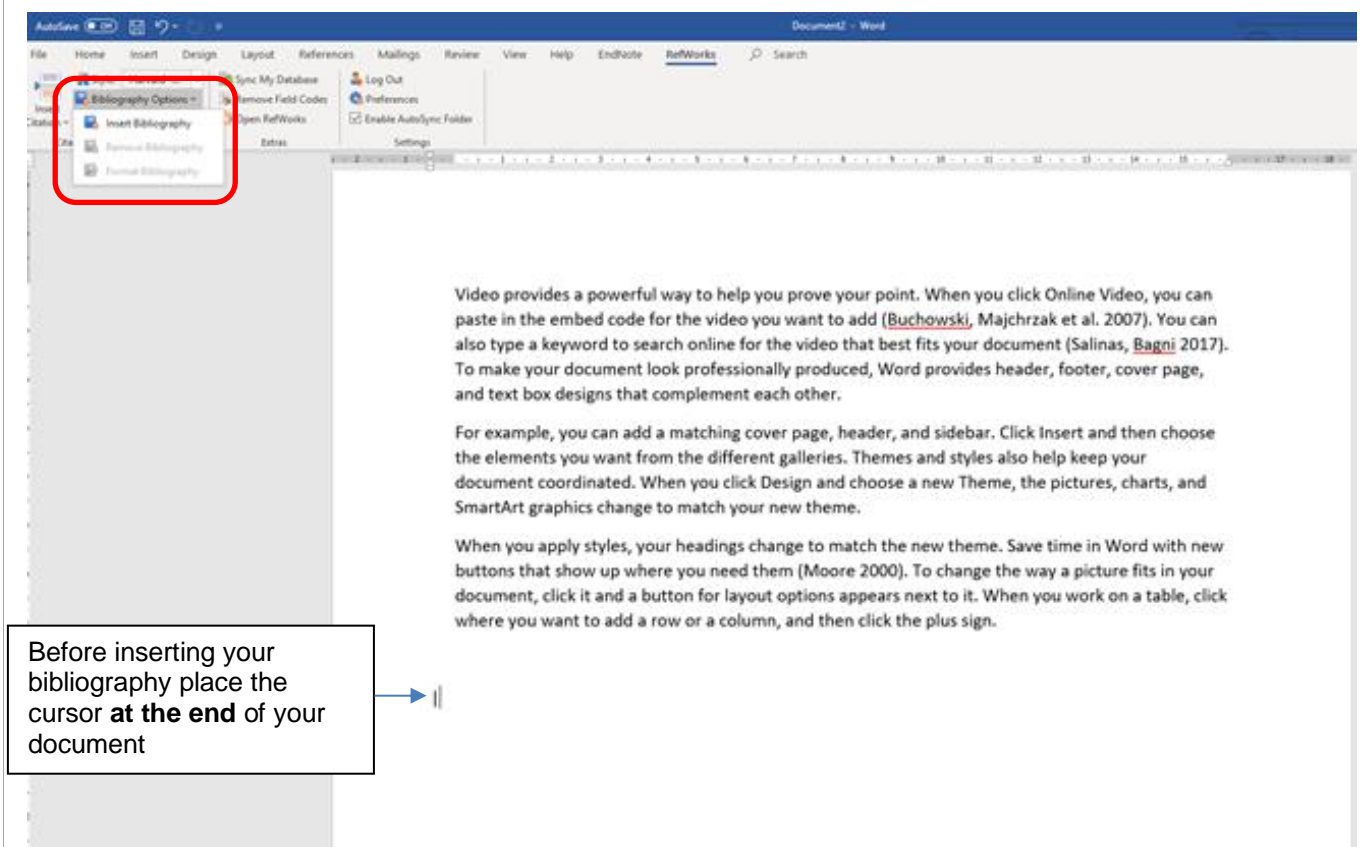


To insert a footnote instead of an in-text citation: Tick the **Make Footnote** checkbox in the Edit References area.

**Note:** 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.

## Step 4. Insert your Bibliography

Place your cursor where you want the bibliography to go, then click **Bibliography Options** in the Citation and Bibliography area. Select **Insert Bibliography**. The bibliography will then appear where you chose to place it.



**Note:** You can click **Remove Bibliography** and re-insert it if you have adjusted your in-text citations or inserted the bibliography in the wrong place.

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## Further help available on using RefWorks

See below for other Library guides on RefWorks

**RefWorks – Quick guide:** [www.abdn.ac.uk/library/documents/guides/qgrfw002.pdf](http://www.abdn.ac.uk/library/documents/guides/qgrfw002.pdf)

**RefWorks – organise your references with folders:** [www.abdn.ac.uk/library/documents/guides/rfw/qgrfw004.pdf](http://www.abdn.ac.uk/library/documents/guides/rfw/qgrfw004.pdf)

**Write-N-Cite v.4 – advanced features:** [www.abdn.ac.uk/library/documents/guides/rfw/qgrfw006.pdf](http://www.abdn.ac.uk/library/documents/guides/rfw/qgrfw006.pdf)

**RefWorks at the University of Aberdeen -Importing Records from Information Databases:**  
[www.abdn.ac.uk/library/documents/guides/importing.pdf](http://www.abdn.ac.uk/library/documents/guides/importing.pdf)

## Help and Advice

For IT advice, or problems on setting up access to electronic resources:

Visit **MyIT Portal** – the self-service facility: <https://myit.abdn.ac.uk/>

For further information, see the IT Services' Help and Support page: [www.abdn.ac.uk/it/student/help/index.php](http://www.abdn.ac.uk/it/student/help/index.php)

Tel: 0044 (0)1224 273636

For help with databases and importing records into RefWorks contact an **Information Consultant** for your subject area.

Information Consultant contact details can be found [online](#).