Write-N-Cite allows you to write your paper in Microsoft Word and insert temporary citation placeholders directly from RefWorks with the click of a button. Then, Write-N-Cite will create your in-text citations and your bibliography (based on your citation placeholders) and add it to your paper! There are three versions of Write-N-Cite available: - a version 2.5 used on the Mac, - version 2 for Windows

(both covered in this module of the tutorial), - version III for Windows uses a single document and allows for working offline (see the tutorial module called Using Write-N-Cite III for details on how to use this version). Write-N-Cite requires you to download a small (free) program that provides access to an abbreviated version of your RefWorks account while you are working in MS Word. You won't be able to add, edit or delete references, but you will be able to search, view and cite them.
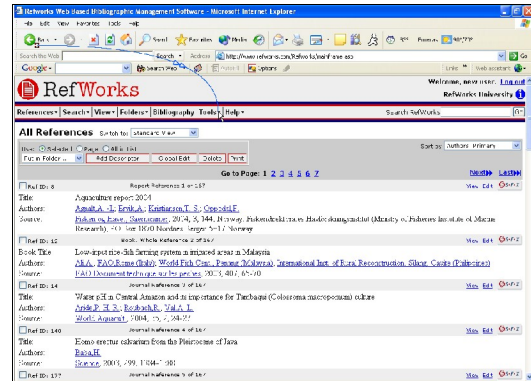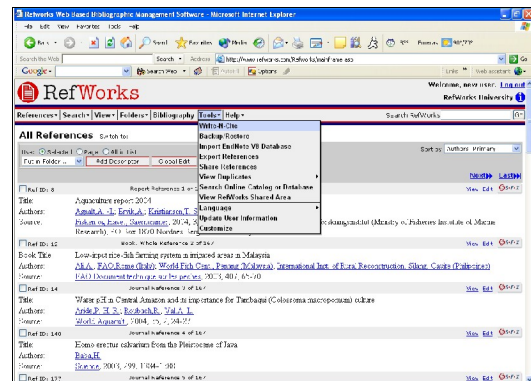

Slide 2

Text Captions: Select Tools, then Write-N-Cite to download the Write-N-Cite plug-in.
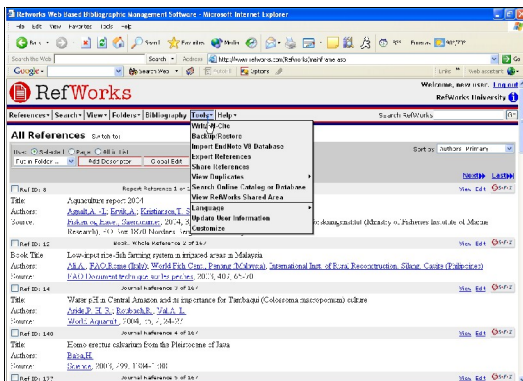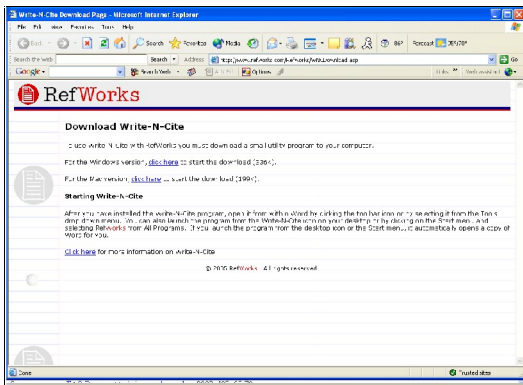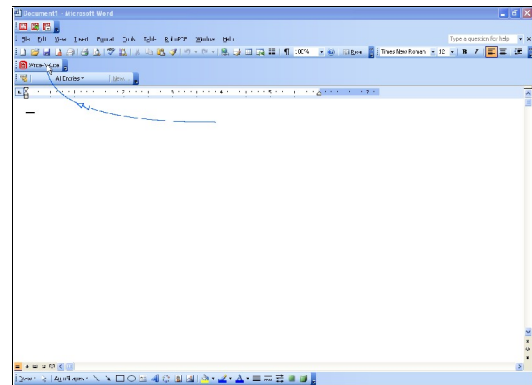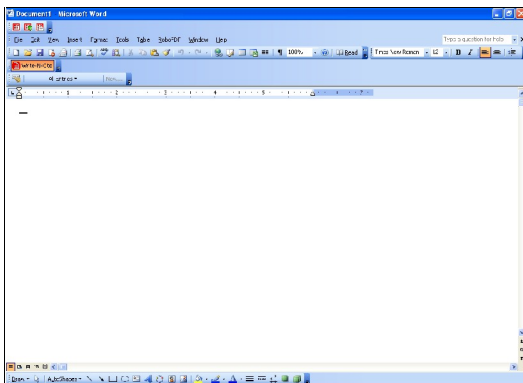

Slide 3

Slide 4

Slide 5

Text Captions: After you download the software, all you need to do is open Microsoft Word and you can open Write-N-Cite from there (Windows users only) or launch Write-N-Cite from your desktop...

Slide 6

Text Captions: Write-N-Cite for Windows installs a button within your Microsoft Word. Click on it to start Write-N-Cite.
You can also start Write-N-Cite from your desktop or programs menu.
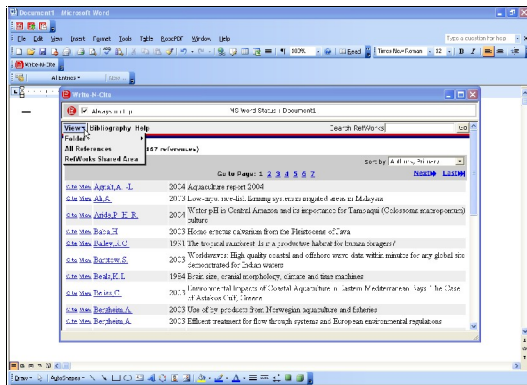

Slide 7

Slide 8

Text Captions: You can select Always on Top if you want Write-N-Cite to always display over Microsoft Word.
Log in to Write-N-Cite with your RefWorks login name and password.

Slide 9

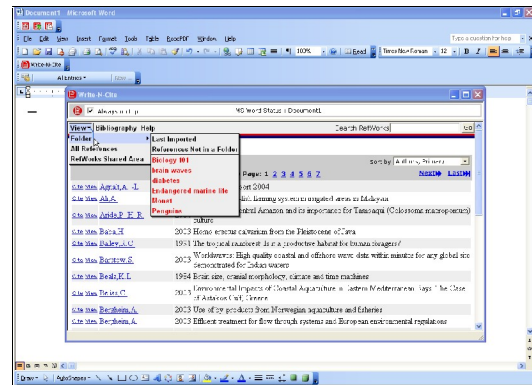Slide 10

Slide 11

Slide 12

Text Captions: Write-N-Cite opens and displays all your references. If you want to use just the references from a specific folder, select it from the View, Folder drop-down.
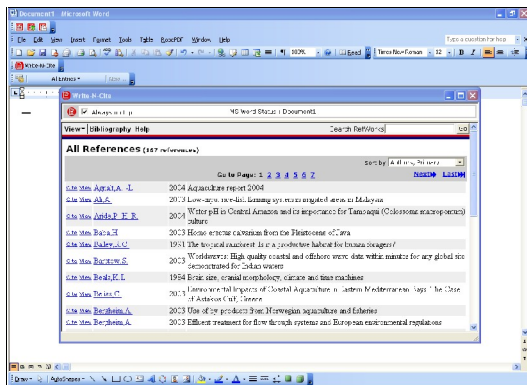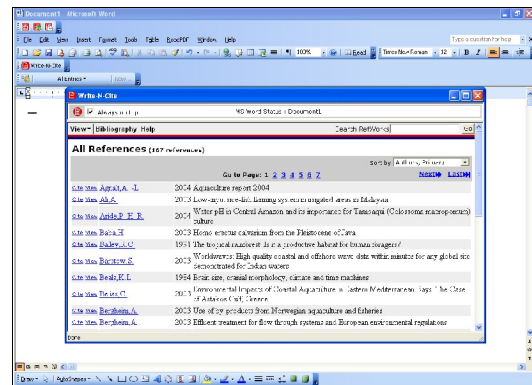
Slide 13

Slide 14

Text Captions: You can also conduct a search to locate the references you want to use.
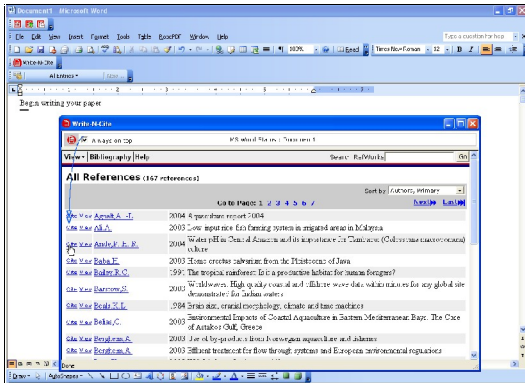

Slide 15

Text Captions: The folder name will appear here. For this example, we will use All References.

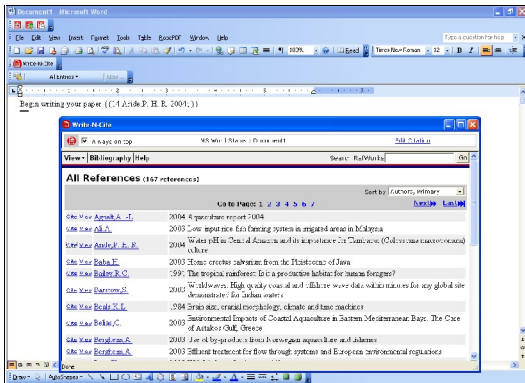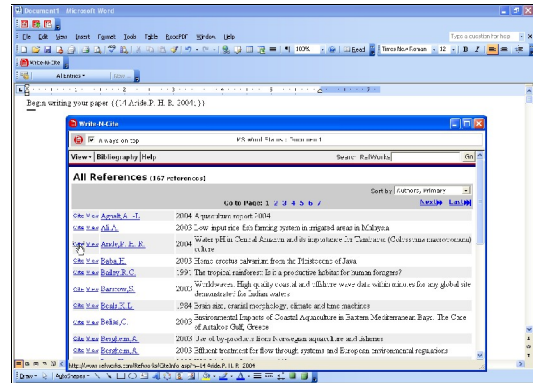Let's begin writing our paper. We will drag Write-N-Cite out of the way.
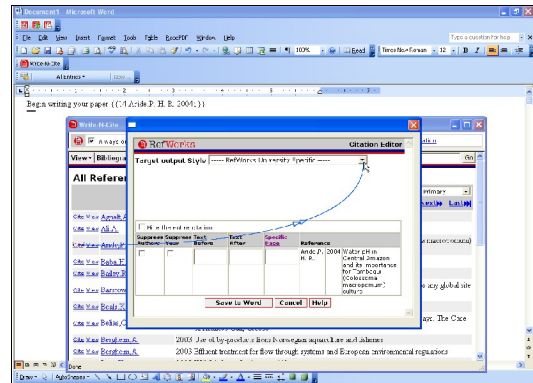

Slide 16

Slide 17

Text Captions: We are now ready to insert our first temporary citation placeholder...

When you're ready to insert a citation, simply click on the Cite link next to the reference you want to use.

Remember -- we're just inserting temporary citations now -- they will be formatted properly when you have completed your paper and selected the output style for your bibliography.
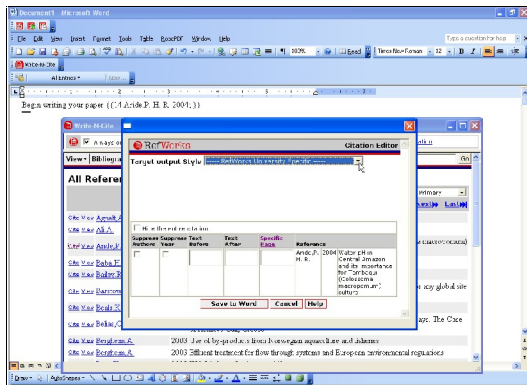

Slide 18

Slide 19

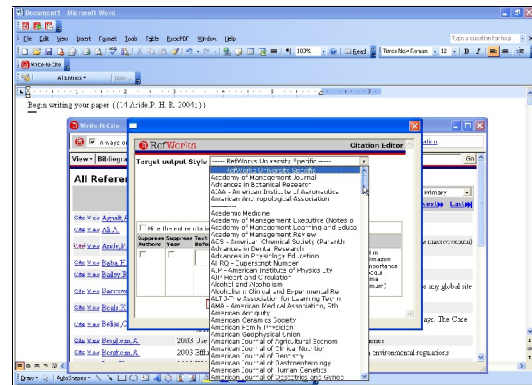Text Captions: Write-N-Cite has inserted your temporary citation into your paper.

You can preview how your formatted citation will appear, as well as make modifications using the Citation Editor.

Slide 20

Text Captions: Select a target output style to preview your citation...
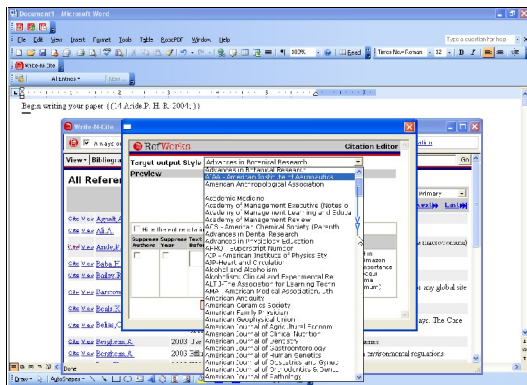
Slide 21

Slide 22

Slide 23
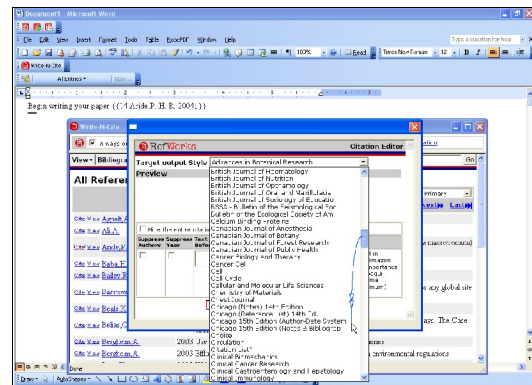
Slide 24
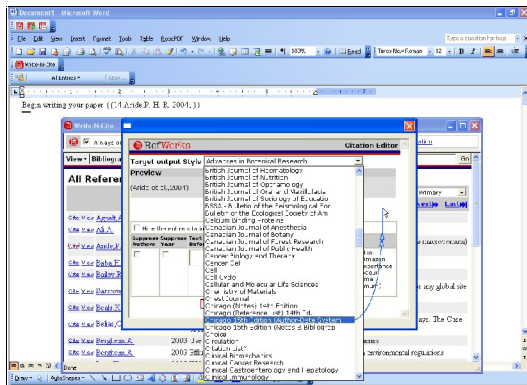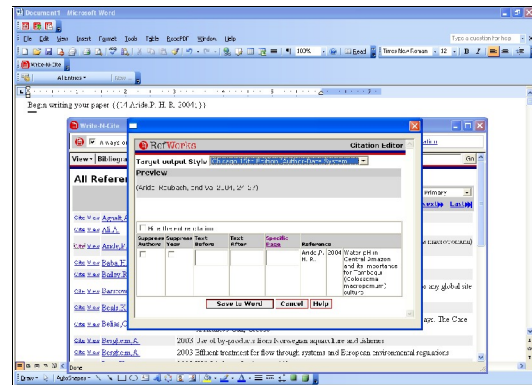
Slide 25

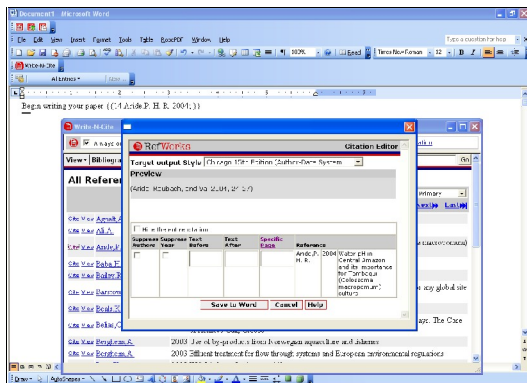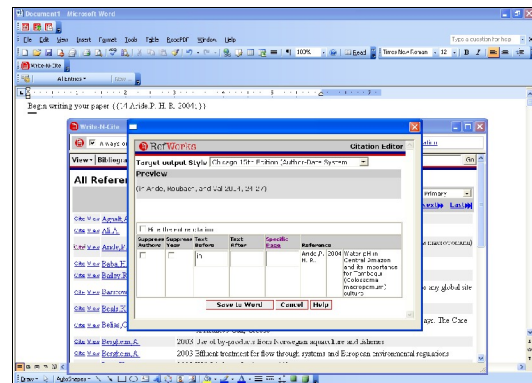Slide 26

Text Captions: Here's how our in-text citation will look when formatted...

Slide 27

Text Captions: Besides previewing the citation, we can modify it (or even hide it completely).

Let's add the word "in" before the author's name...

Slide 28

Text Captions: Notice the preview is now updated with your change.

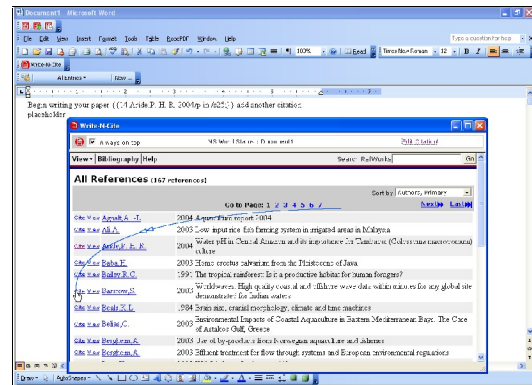Make sure you add any spacing and punctuation...

This particular style includes page numbers. We can modify those as well. (Note: If your output style does not include page numbers in the in-text citation, you cannot add them here, use the text after option).
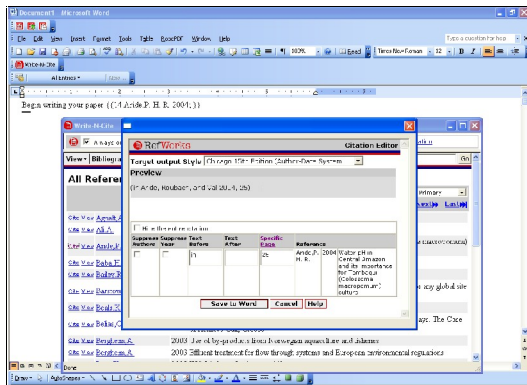
Slide 29

Text Captions: Click on Save to Word to keep your citation changes.
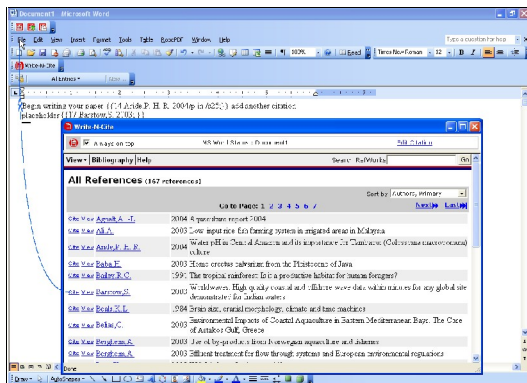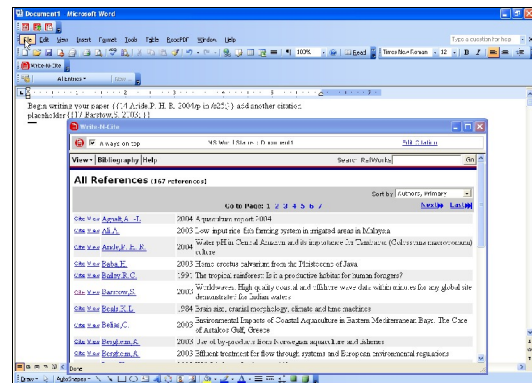

Slide 30

Text Captions: You can see that your citation placeholder has been updated with some code (called switches) to include the modifications made in the Citation Editor.

When you're ready for the next citation, follow the same steps as before.

Hint: You can add (and edit) multiple citation placeholders at the same time...just click on the cite links for all that you want to cite together.

Slide 31

Slide 32

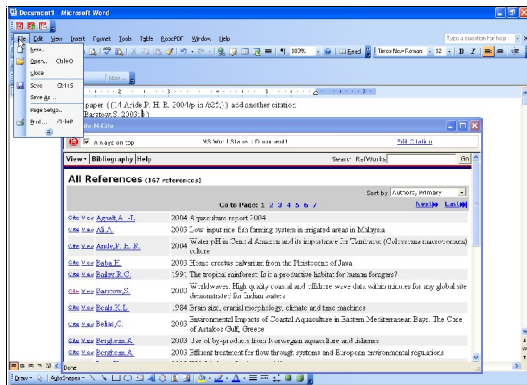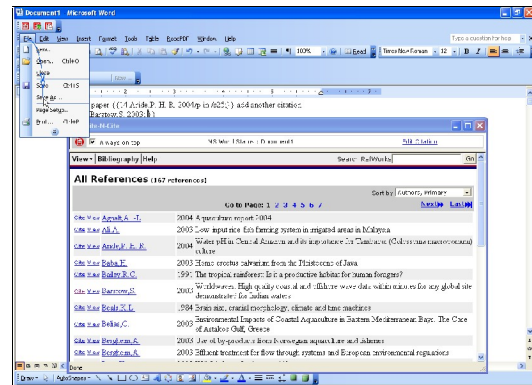Text Captions: When you've finished writing your paper, name it and save it.
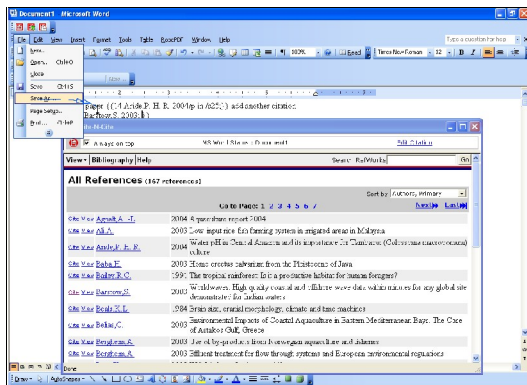
Slide 33

Slide 34

Slide 35
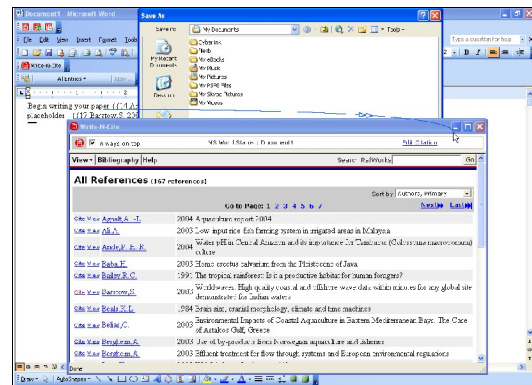
Slide 36
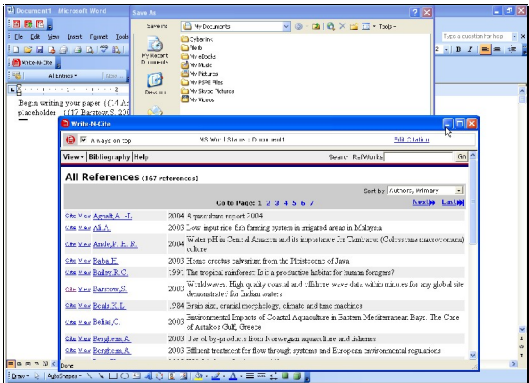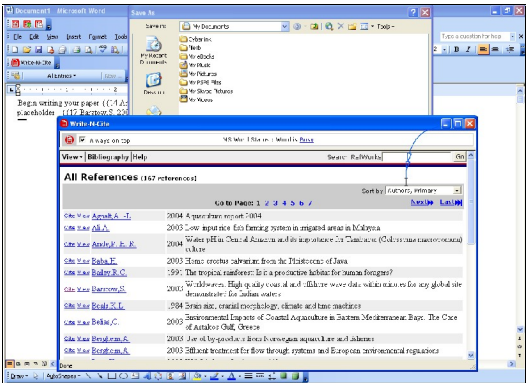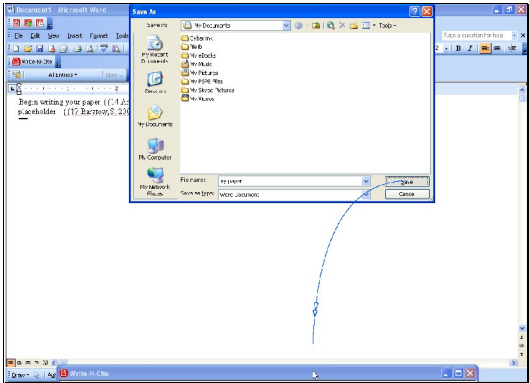
Slide 37

Slide 38

Slide 39

Slide 40

Text Captions: After you've named and saved your file, drag Write-N-Cite back up.

Slide 41

Slide 42
Text Captions: Select Bibliography from the toolbar.

Slide 43

Slide 44
Text Captions: Select a bibliography output style from the list.
Click the Create Bibliography button.

Slide 45

Slide 46

Text Captions: You'll see that Write-N-Cite has changed the name of your paper by adding "Final-" in front of the file name. Your original paper (without the bibliography) still exists as well.

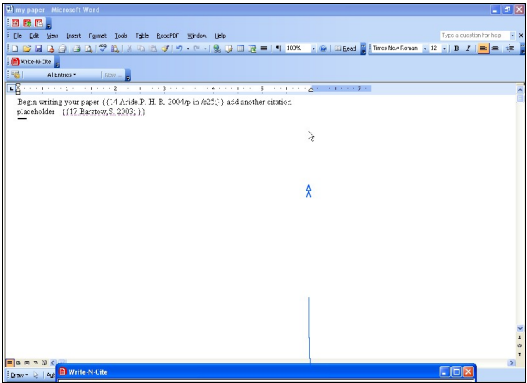If you need to make any changes or revisions, discard the "FINAL" document and go back to your original.

RefWorks cannot read already formatted documents.

Slide 47

Text Captions: Your bibliography has been created and added to your paper, and the citations have been formatted properly as well.

Slide 48

Text Captions: Isn't that easy?!

if you want to learn another way to include citation placeholders or if you're a Netscape or Linux user, close this module and click on Using One Line/Cite View from the menu.