

In this workshop, you will be using your main web-based RefWorks in conjunction with Microsoft (MS) Word and a utility called Write-N-Cite to insert citations within a document (in-text citations) and create a reference list/bibliography at the end of your document.

Write-N-Cite (WNC) is an app or utility or plug-in which enables MS Word to connect to your main RefWorks account. WNC is already installed on University network PCs – instructions on installing WNC on a personal machine are provided in the appendices to this worksheet.

This worksheet is designed to take you through the basics of using WNC and will cover the following:

STEP 1: Preview styles in RefWorks	p.1	STEP 4: Help and Advice	p.3
STEP 2: Compile a 'Favorites' list of output styles	p.1	APPENDIX 1: Add attachments to references	p.4
STEP 3: Use WNC to create a document with in-text citations and a bibliography	p.2	APPENDIX 2: Install WNC on personal PC	p.4
		APPENDIX 3: Install WNC on personal Mac	p.4

STEP 1: Preview styles in RefWorks

This is an option in your main RefWorks account that enables you to see how different referencing styles treat various document types. It shows you how the bibliographic entry, in-text citation, footnotes (if applicable) and endnotes (if applicable) would appear. The referencing style you are required to use may be stated in your course handbook but if not, check with your supervisor/course co-ordinator.

1. Log into your main RefWorks account.
2. Click on the **Bibliography** drop-down menu. Scroll down and click on **Preview Output Style**. A new pop-up window will open.
3. Use the **Output Style** drop-down arrow to view different styles. An example of each reference type will be displayed using RefWorks sample data. Tick/check the **Use references in my database** box if you wish to preview styles using your own references.

As you change the **Output Style** you will see the list of different reference types change to reflect the formatting convention for that particular style.

4. Close the pop-up window by clicking on the **X** in the blue bar at the top of the window.

STEP 2: Compile a 'Favorites' list of output styles

This option enables you to create a list of the referencing styles you are most likely to use. There are nearly 4,000 styles in RefWorks from which to choose, so it make sense to create your own list of favourite styles.

1. In your main RefWorks account click on the **Bibliography** menu at the top of the screen. Scroll down and click on **Output Style Manager**. A new pop-up window will open.

In this window there are 2 columns.

- The left-hand column contains RefWorks' complete **List of Output Styles**
 - The right-hand column contains your list of **Favorites**
2. Add a style to your **Favorites** by using the **Search** box above the **List of Output Styles** column or scrolling down through the list. Click on the style to highlight it in blue. Click on the right-facing arrow between the 2 columns to add the highlighted style to your **Favorites**.
 3. Remove a style from your **Favorites** by clicking on the style to highlight it in blue. Click on the left-facing arrow between the 2 columns to remove the highlighted style from your **Favorites**.

When you have finished populating your **Favorites** click on the **X** in the blue bar at the top of the window. There is no need to save anything before closing the window.

STEP 3: Use WNC to create a document with in-text citations and a bibliography

Write-N-Cite (WNC) is an abbreviated version of your main RefWorks account. You can see all references in WNC but cannot do any of the housekeeping functions available in your main RefWorks account.

Its main function is to insert references (in-text citations) directly into a MS Word document as you write your assignment, dissertation or thesis. It then produces a formatted document with in-text citations and reference list/bibliography in a style required by your School or supervisor.

The following exercises use an example search used in the RefWorks Part 1 workshop where references were saved in a folder named **workshop**. If you chose to conduct your own searches for journal articles in Part 1, please follow the instructions below using your own folders and references.

Using Write-N-Cite with MS Word

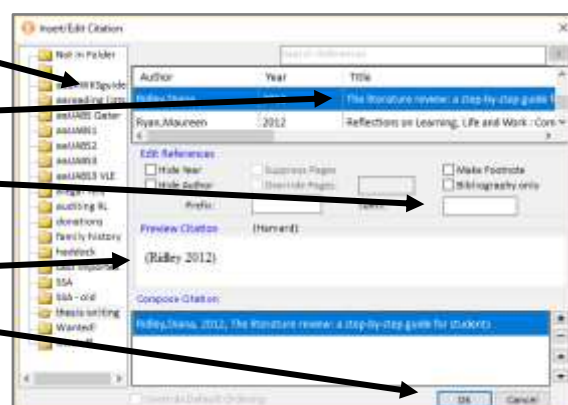
Exercise 1: Inserting Citations

1. Click on the MS Word icon on the campus PC desktop and open a new blank document.
2. Click on the **ProQuest** tab in the MS Word toolbar.
3. Click on the **Log In** link. Enter your RefWorks username and password in the boxes provided and click on the **LOG IN** button.

If you are off campus you may also be asked for the **Group Code**. Refer to the email you received upon registering for RefWorks for the **Group Code** and your RefWorks' **Login Name** and **Password**.
4. Click on **Sync My Database**. WNC will now connect to the references stored in your main RefWorks account.
5. Select the output (reference) style for this document. Next to **Style** (in the toolbar) click on the drop-down arrow. Click on **Select Other Style**. Highlight **Harvard** and click on the **Save** button.
6. To generate some text for this exercise type the following in the Word document, exactly as shown: =rand(4,3)
7. Press the return/enter key on your keyboard.
8. Place the cursor within the text where you want to insert a citation. Treat it like a separate word with a space on either side of the cursor.
9. Go to the top left-hand corner of the RefWorks tab and click on **Insert Citation**, and then **Insert New**. The **Insert/Edit Citation** window will open.
10. In the left-hand column click once on the **workshop** folder that you created in the RefWorks Part 1 workshop.
11. In the horizontal box (top centre of the **Insert/Edit Citation** window), click once on a citation to select it for inserting into the Word document.
12. Click on the **OK** button to insert the citation into the document.
13. Repeat Nos 8-12 to continue inserting citations. Insert at least 4 citations.

Quick guide to inserting citations into Word document:

- a. Click once on the folder from which you wish to insert a citation.
- b. Select citations from here by clicking once to highlight the entry.
- c. Page numbers can be added here, if needed. See Exercise 2 for more details.
- d. A preview of the citation details appear here.
- e. Click on **OK** to insert the selected citation.
- f. For more information on WNC's other features see our [online Library Guide](#).



Exercise 2: Adding Page Number details to citations

Author/Date referencing styles (Harvard is just one example) often require details of specific page numbers in the in-text citation when directly quoting or paraphrasing. This can be done easily in WNC. The following instructions provide general guidance on this, but always refer to specific course guides to ensure you are entering page numbers in the correct way for the referencing style you are required to use. Numeric referencing styles do not use page numbers within in-text citations.

1. Follow instructions up to and including No.11 of Exercise 1.
2. Place the cursor in the **Suffix** box.
3. Insert the page number details, following the specific punctuation rules for the referencing style being used, for example: , p. 23
Be sure to include: a comma, then a space, then a p, then a full stop, then a space, then the page number.
If referring to a range of pages you would enter: , p. 23-4
4. Once you have entered the page number details click on the **OK** button.

Exercise 3: Inserting the Bibliography

1. After inserting all of the citations, place the cursor at the end of your document and press return/enter to begin a new line. This is where your bibliography will be inserted.
2. Click on **Bibliography Options** in the toolbar then click on **Insert Bibliography**. A formatted bibliography will be generated and appear at the end of your document. Always proofread the list to check for any errors or missing information.
3. **Name** and **save** your document to your **home filesystem** (H:\drive). Your H drive is a secure place on a University server to store important pieces of work such as assignments, dissertations or theses.

Exercise 4: Removing Citations

1. To remove a citation from your document select the whole citation with the mouse, making it **dark grey**. Then press the **Delete** key on your keyboard.
2. To adjust the bibliography to reflect this change, first click on **Bibliography Options** in the toolbar then click on **Remove Bibliography**.
3. Place the cursor at the end of your document and press return/enter to begin a new line. Click on **Bibliography Options** in the toolbar then click on **Insert Bibliography**. This will produce the adjusted bibliography, which will no longer contain the reference that you removed.

STEP 4: Help and advice

Library guides on using Write-N-Cite:

Getting Started with Write-N-Cite: <https://www.abdn.ac.uk/library/documents/guides/qgrfw005.pdf>

Write-N-Cite Advanced Features: <https://www.abdn.ac.uk/library/documents/guides/qgrfw006.pdf>

RefWorks Help files and YouTube Videos (make sure you ONLY refer to videos on Legacy RefWorks):

Help files: <https://www.refworks.com/refworks2/help/RefWorks2.htm#Welcome.htm>

YouTube videos: <https://www.youtube.com/user/ProQuestRefWorks>

Using RefWorks after leaving the University of Aberdeen:

You can use your RefWorks account even after leaving the University of Aberdeen. To find out how to continue using your account go to: <https://www.abdn.ac.uk/library/support/information-skills-179.php#after%20leaving>

If you have any problems accessing RefWorks please contact the **IT Service Desk**:

Log any IT problems at <https://myit.abdn.ac.uk/sw/servicedesk/>

Tel: 01224 273636 (24 hour service available – out-of-hours service is only available by phone)

The Library's **Information Consultants** and **Information Adviser** can help with using RefWorks and subject specific difficulties. Our contact details are at: <https://www.abdn.ac.uk/library/support/contacts-106.php#panel162>

Appendix 1: Add attachments to references in your RefWorks account

You can attach files to specific references via your main RefWorks account. Attachments can be of any type of computer file that you want to associate with the bibliographic information you store, e.g. the full text PDF of a journal article. The file(s) you attach are stored securely on RefWorks' servers. See our online Library guide for more information on attachments at <https://www.abdn.ac.uk/library/documents/guides/qgrfw003.pdf>.

Appendix 2: Install Write-N-Cite v.4.5 on a personally owned PC

Write-N-Cite for Windows is compatible with Windows 7, 8 and 10. It works as a plug-in for MS Word 2010, 2013 and 2016.

Software Prerequisites: to install Write-N-Cite v.4.5 it is necessary to verify that specific prerequisite software components are installed on your computer. If you already have some of the prerequisites, they may need only to be updated to the latest versions. See Step 2 of RefWorks' online guide for further details and links at http://www.refworks.com/refworks2/help/RefWorks2.htm#Write-N-Cite_4_-_Installation_Troubleshooting.htm

1. Log into your main RefWorks account.
2. Click on **Tools** in the top bar, and then click on **Write-N-Cite** to open the installation window.
3. Under **Downloads** there is only 1 option – **Write-N-Cite 4.5 for 32 bit Word**. If you have 64 bit Word, click on **Other Versions**. Here you will find an option for **Write-N-Cite 4.5 for 64 bit Word**. If you are unsure, open Word, click on the File menu and either click on Options or Help.
4. Click on the relevant option for the version you want to install and save the **.exe** file to your computer.
5. **IMPORTANT: make sure that MS Word is NOT running.**
6. Double-click on the downloaded **.exe** file to run it. Follow the steps in the installation Wizard.
7. When the installation process has completed open MS Word. You will see a new ProQuest or RefWorks tab along the top of the Word toolbar.
8. Click on the RefWorks or ProQuest tab and click on **Log in**. See Exercise 1, No.3 for logging in instructions.
9. After installing and logging in, there's no need to log out when using your personal computer. Your account will stay tied to the computer across sessions until you choose to log out.

Appendix 3: Install Write-N-Cite v.4.5 on a personally owned Mac

Write-N-Cite v.4.5 for Word (Mac) is **NOT compatible** with **Word for Mac 2016**. However, if you are able to install a previous version of Word for Mac, it does work with MS Word for Mac 2008 and Word for Mac 2011.

It is compatible with OS X 10.6 (Snow Leopard), 10.7 (Lion), 10.8 (Mountain Lion), 10.9 (Mavericks), 10.10 (Yosemite), 10.11 (El Capitan), and 10.12 (Sierra).

1. **IMPORTANT: make sure that MS Word for Mac is NOT running.**
2. In your main RefWorks account click on **Tools** in the top bar, and then click on **Write-N-Cite** to open the installation window.
3. Click on **Other Versions** to find the option for **Write-N-Cite v.4.5 for Word (Mac)**. Click on the link to download the file.
4. Mount the disk image by double-clicking on it in Finder. Note: Safari may offer to mount the disk image for you.
5. In the disk image, double-click on the file to open it.
6. You will be prompted to run a programme to determine if the software can be installed. Click **Continue** and follow the steps of the installer.
7. When the installation process has completed open MS Word. If the Write-N-Cite toolbar is not displayed, you can find it and enable it under the menu item: **View > Toolbars > Write-N-Cite**.
8. Login to your RefWorks account by clicking the login button on the toolbar. See Exercise 1, No.3 for logging in instructions.
9. After installing and logging in, there's no need to log out when using your personal computer, there's no need to log out. Your account will stay tied to the computer across sessions until you choose to log out.