Write-N-Cite, version 4, is a Microsoft Word plug-in for accessing citations in your RefWorks account and adding them to documents. It is available for both PC and Mac computers. In this tutorial, we are going to cover how to install Write-N-Cite 4 on a PC computer and touch briefly on Mac installation.

We are going to begin on the library's home page, www.lib.unb.ca. Under QUICK LINKS, to the right, we can access the RefWorks information library guide, which has very useful information. There is a Write-N-Cite tab. Here, you will find information about using Write-N-Cite in the UNB context.

The first thing we are going to have to do is login to RefWorks. From within our RefWorks account, under "Tools," we will find the Write-N-Cite plug-in. There is a unique code that you will use once Write-N-Cite is installed in Microsoft Word. I'm going to copy it now. Bear in mind that you can always return to this section of your RefWorks account and find this code.

Under "Downloads," presented here are two options of PC Word installation; one for 32 bit and one for 64 bit. Typically, Microsoft Word is installed in the 32 bit mode, but if you are not certain about your own computer you are well advised to go to your Microsoft Word application and consult the help to determine which version you are running. In my case it is 32 bit.

Other versions of Write-N-Cite are presented here, including for Macintosh. Bear in mind that if you are running a Mac 10.9 or higher, Write-N-Cite will not function.

After I click on my 32 bit version for MS Word, I'm invited to save the file. Once Write-N-Cite has downloaded to your computer, you are going to go to that place on your computer were downloads are stored. This will vary from one computer to the next. In my case, I can access my downloads up here, from within my browser. Click on the file and run the installation program.

There now appears a RefWorks tab in the menu options of Microsoft Word. In a Mac, running Microsoft Word, RefWorks appear as a floating tool bar. It may not appear the same as in this tutorial.

When I click on the RefWorks tab, all of the options are greyed out because first, I'm going to have to log in to access my RefWorks account. Copy and paste the login code that we took earlier from our RefWorks account. Now, we have access to our RefWorks account from within Microsoft Word.

The first thing I'm going to do is specify my citation style. In my case, it's going to be APA 6th edition. Now, I will provide a little sample text and insert a citation by selecting the "insert citation" button. After selecting "insert new," you can see that my RefWorks folders are appearing on the left. Click on one and choose a citation. Check the preview to see how it is going to be rendered in my document, and click "ok."

And now, if I were to add a second citation, here, I can do the same thing. "Insert new," go to a different folder, chose a citation, and click "ok." Let's say instead you wanted to add references as footnotes. This

is also easily accomplished by going to "insert citations," "insert new," choosing the reference, and clicking on "Make Footnote." We can see that the citation has been added as a footnote.

Finally, when you are ready, you can generate a bibliography that consists of references you have placed in your paper, as either in-line citations or footnotes, by going to "Bibliography Options" and choosing "Insert Bibliography."

Always remember to proof read your references before handing in an assignment or paper, and, if you have any questions, feel free to contact us at www.lib.unb.ca/help/ask.php.