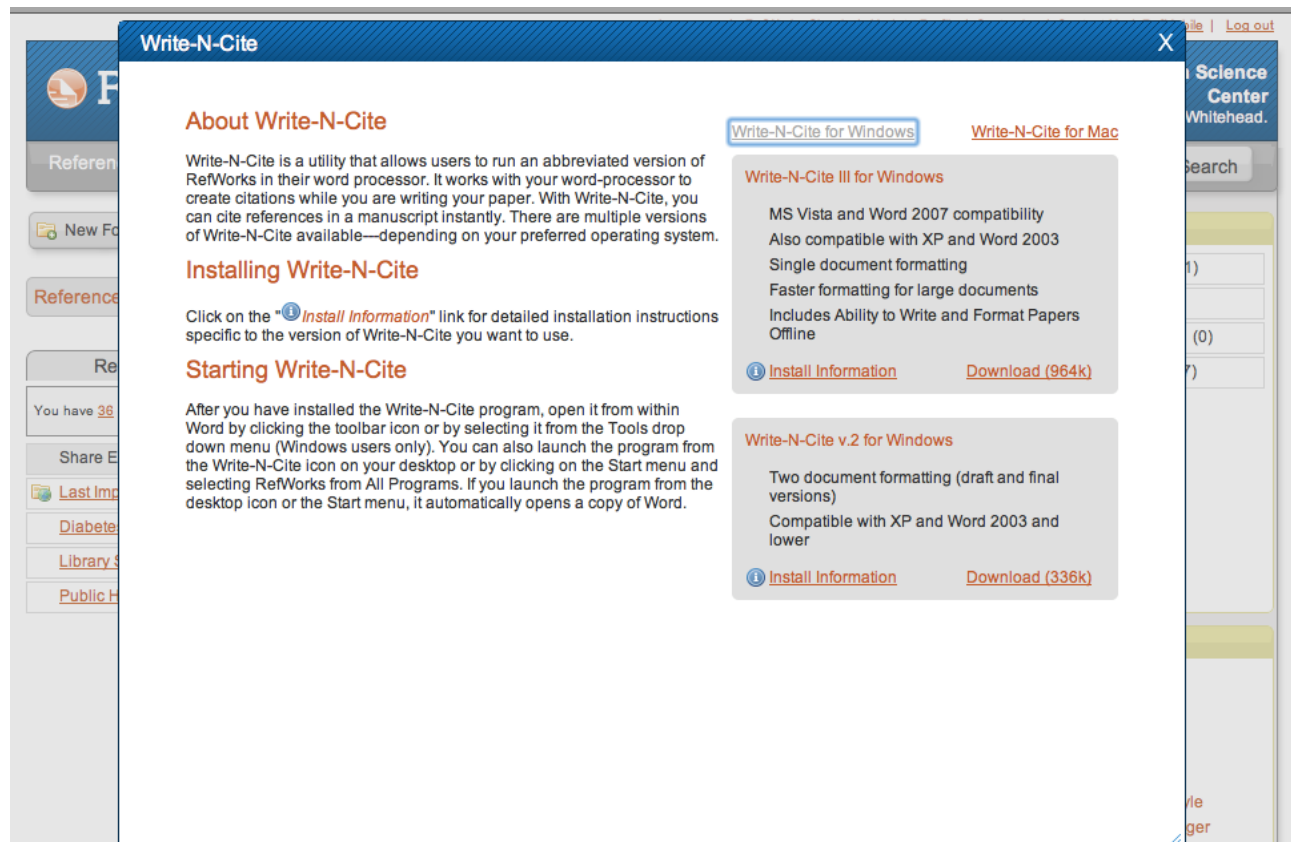


**Gibson D. Lewis Health Science Library
University of North Texas Health Science Center at Fort Worth
Group Code: RWUNTHSC
Using Write-N-Cite For Your In-Text Citations**



After searching and importing citations into your RefWorks account, you can cite these references in your Word document using Write-N-Cite. The instructions below are meant to supplement the online help you can find at <http://www.refworks.com/refworks2/help/refworks2.htm>



Installing Write-N-Cite

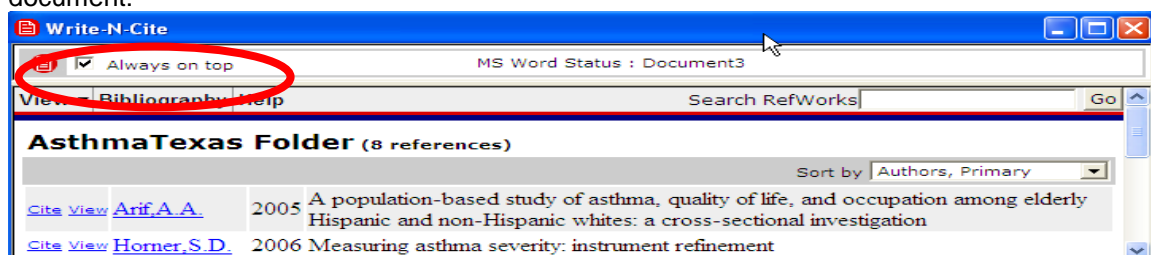
1. Download Write-N-Cite software by logging in to your RefWorks account.
2. Go to Tools and click on Write-N-Cite.
3. A new browser window will open with instructions for downloading Write-N-Cite. Choose the appropriate version (Write-N-Cite for Windows or Write-N-Cite for MAC).


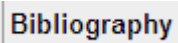


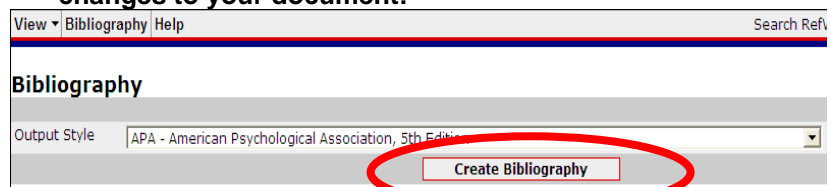
Using Write-N-Cite

1. Open a Microsoft Word document.
2. After installing Write-N-Cite, you should see this button in your Word toolbar  , an option for Write-N-Cite in the Add Ins tab, or as a shortcut on your desktop 


3. If you do NOT see any of these, go to  or  / All Programs / RefWorks / Write-N-Cite.
4. Using your RefWorks account information, log in to Write-N-Cite.
5. Please note that there are only four options in Write-N-Cite (View, Bibliography, Tools & Help).
6. Mark this box to toggle between the Word and Write-N-Cite to keep Write-N-Cite on top of your Word document:



7. Begin typing your paper in a Word document and to add in text citations click on .
8. Please note that newly added citations are designated with { } brackets. As you are typing and inserting in text citations, it is recommended that you save the document frequently.
9. To create a bibliography or reference list click on  and choose your output style. **Please double check the references to be sure they were formatted correctly and make any necessary changes to your document!**



10. Once you have created a bibliography, you should see a formatted reference list appear at the end of your Word document.

HELPFUL HINTS: For **APA format**, add a space before the punctuation and insert the citation by clicking  . For **AMA format** insert the citation directly after the punctuation with no space.

*If you want to create a bibliography or reference list of your entire RefWorks account, such as a Works Cited and Consulted page, this can be done by logging into your RefWorks account and then:

Select **Bibliography** and **Create**

Select an **Output Style** and **File Type (Word for Windows or Mac recommended)**

Under **References to Include**, you may select **All References** or only references from one folder.