How Do I Use Write-n-Cite?

Once you've successfully installed Write-N-Cite, it should show up in the Ribbon in Word under RefWorks or ProQuest.

1. The first thing you need to do is link your Write-N-Cite toolbar to your personal RefWorks account. To do so, click on Log In.

2. Sign into your RefWorks account using your username and password

It may take a few minutes to sync your account, especially if your account has a lot of citations in it. But once that is done, you can use all of Write-N-Cite's features to properly format your paper.
Introducing the Write-N-Cite Toolbar in Word

The descriptions of the buttons on the PC version of Write-N-Cite are fairly self-explanatory, but briefly:

- **Insert Citation:** Will insert a citation from your library.
- **Style:** Will format your citations and bibliography according to whatever citation style that you need to use (e.g. APA, AMA, Uniform Requirements, etc).
- **Bibliography:** Will insert, remove or format a bibliography from the citations that you've inserted into the document.
- **Sync My Database:** Will sync your toolbar to include any *changes* you may've made to your references in your RefWorks account or will include any *new* references that you've added since you last synced your
- **Remove Field Codes:** Will remove the link between the document and your RefWorks account. This is typically done before submitting a paper to colleagues for revision, before submitting a paper to a professor for a grade, or before submitting a paper to a journal for submission. This step is irreversible. You may want to save a copy of the paper *with* field codes (e.g. final_paper-field_codes.docx) and one *without* field codes (e.g. final_paper-no_field_codes.docx) so that you can easily revise the paper down the road. RefWorks will prompt a scary warning before you do this.
- **Open RefWorks:** Will open your RefWorks account.
• **Preferences**: Will allow you to do a variety of things like switch to another account (which is helpful if you have an account setup for a group project) or convert from a previous version of Write-N-Cite.

When you click on the **Insert Citation** button, a window will pop up which will allow you to search for citations in your personal RefWorks account. There are a few advanced features that need to be mentioned.

1. You can add multiple citations to a sentence using the **Plus** button in the citation window. It is highlighted in red below.

![Citation Window]

2. When using a non-superscript citation style, you can use suffixes to denote page numbers if that is required. To do so, when inserting a citation, add a comma and the page number in the style of your choosing and Write-N-Cite will include that information.

Since the citation window is huge, you may run into problems if you’re using a computer with a smaller screen. If this is an issue for you, you can click in the preview area, click the **Tab** button on your keyboard 5 times and press **Space** or **Enter**. The order of options selected by pressing **Tab** are as follows: the selected reference, add another citation, remove the citation, override default ordering then **OK**.
What if a citation looks weird in my document?

When you are scanning through the citation window, you may notice some citations look a bit funky, like this:

Or perhaps you have inserted a citation, but it looks weird in your bibliography, like this:

In either case, the citation is poorly formatted in your personal library. In the Eisner example, it's a journal article with a URL in the reference. Since journal articles do not typically require URLs, this reference needs to be edited.

You can manually remove the “Retrieved from” part from the reference, but if you were to close out of the document and open it again, Write-N-Cite will try to reload the reference information from your account and revert back to the improper formatting.
This is why it is important to review the citations that you import as you import them. If something looks wrong in your RefWorks account, it will likewise look off when you later cite it. To remedy this, you need to edit the reference in your library. To follow these steps:

1. Load up your RefWorks account
2. Search for the troublesome record
3. Make the appropriate edits
4. Save the record
5. Sync your database in Write-N-Cite
6. Reapply output style

Once you’ve done this, your troublesome reference will magically transform!

I'm having problems with my citations staying in superscript!

There is a known issue with Write-N-Cite when you switch from a superscript citation style, like AMA, to a non-superscript citation style. When this occurs, it will look something similar to this:

This is a sentence (Nestle, 1996). This is yet another sentence (Reddy & Wynder, 2006). One last sentence for good measure (Osborne, Yochmowitz, Knight, & McGuire, 2006).

The easier way to remedy this issue is by selecting all the text in your document by pressing Ctrl and the A button (PC) or ⌘ (command) and the A button (Mac) then right click over the selected text and click on Font. Like so:
2. Now you can de-select the superscript option and click **OK**, like so:

For more info and troubleshooting for Write-n-Cite (PC):
http://laverne.libguides.com/refworks/wnc-pc