

Creating a Bibliography using RefWorks

Installing Write-N-Cite:

1. An easy way to use RefWorks to create your bibliography is to download the Write-N-Cite utility. Login to your RefWorks account, and you will see link at the top of the screen called Tools. Click on that link and select Write-N-Cite. Click on the Click Here link to download the program.
2. Save the program to your hard drive. Then go to the file, which will be called 'wncinstall.exe', and by double clicking on it, you will start the install process.
3. It will install on your computer and restart your computer. After your computer is restarted, there will be an icon on your desktop called Write-N-Cite, and there will be an icon for it in your word processing program. (If you don't see it in your word processing program, go under the View pull down menu in Word and select ToolBars and select RefWorks.)

Creating your bibliography:

1. Open Word and start writing your paper. When you get to a place where you would like to insert a citation, click on the Write-N-Cite icon on the Word toolbar. The program will launch and ask you to type in your Login Name and Password.
2. You will then be looking at your list of references and by clicking on Cite to the left of your citation, you will automatically insert that reference into your document. Continue adding citations to your document in this manner.
3. When you are ready to format you bibliography, click on the Bibliography button at the top of the screen. Use the pull down menu in the Output Format box to select the style you want your bibliography and in-text citations to appear in. Click on Create Bibliography.
4. Another document will be created with the name of your file and the word Final added. RefWorks creates another document with your selected bibliography style and in-text citations and leaves your original document untouched. As a result, you can return to your original document and reformat it as often as you like. If you do reformat your document with another style, either delete the document with the 'Final' extension, or rename it.