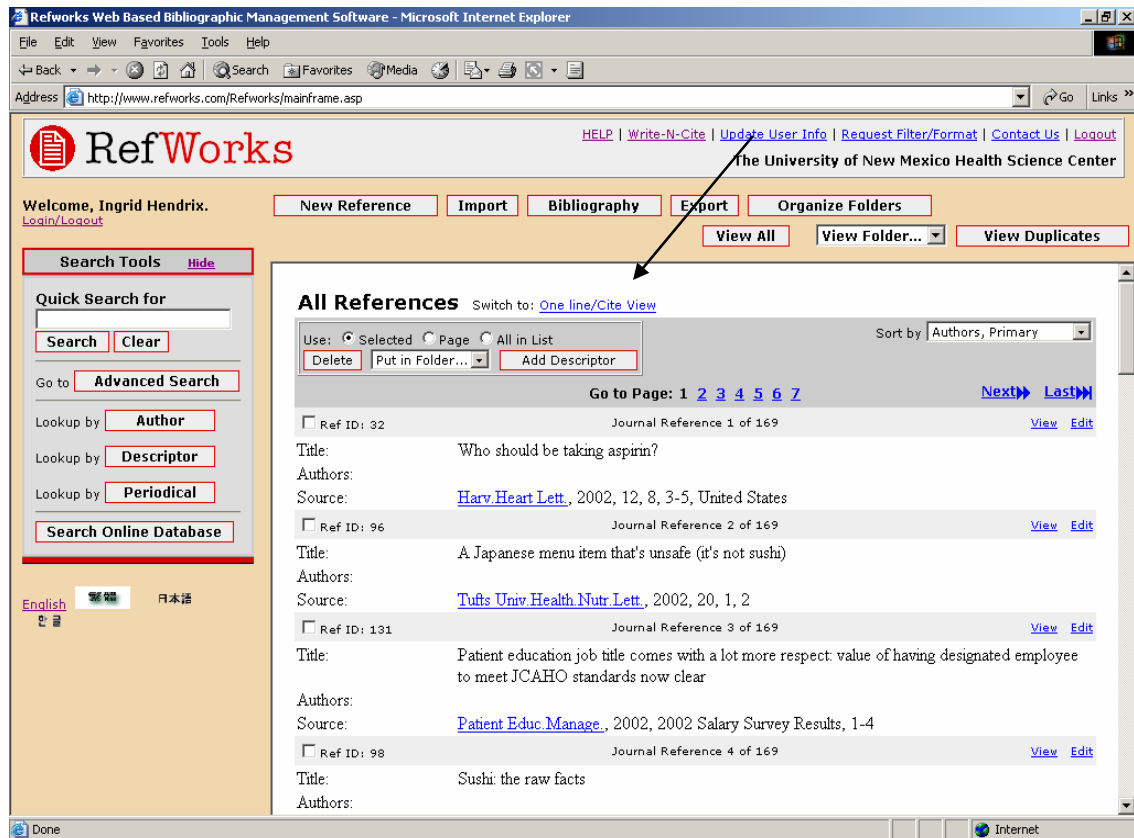
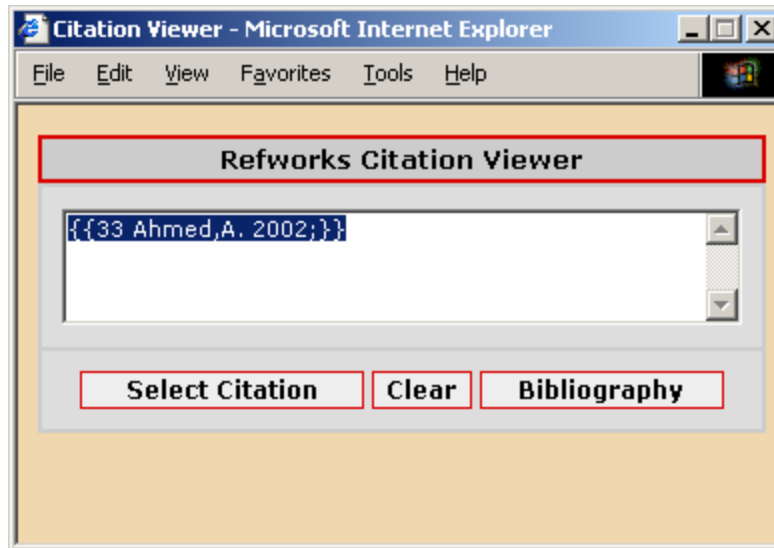


## Creating a Bibliography using RefWorks without the Write-N-Cite Utility

1. If you don't have Write-N-Cite loaded on your computer, you can still use the citation feature within RefWorks. Login to RefWorks. Above the list of your references, you will see a hypertext link called '[One line/Cite View](#)'. Click on that link. This will change the look of your references. Minimize RefWorks.



2. Open Word and start writing your paper. When you get to a place that you would like to insert a citation, click back on RefWorks, which should be on your taskbar.
3. You will then be looking at your list of references. Click on Cite to the left of the citation you want to insert into your paper. A box will pop up called the RefWorks Citation Viewer.



- You will see a reference surrounded by curly brackets (for example - {{33 Ahmed,A. 2002;}}). Click on Select Citation. Then from that viewer's pull down Edit menu, select Copy. Go into your Word document and Paste that citation where you would like it to appear in your text. Continue adding citations to your document in this manner.
4. When you are ready to format your 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.
  5. 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.