Introducing the New Write-N-Cite
Features

• Integrates into MS Word ribbon
• Seamless online and offline experience
• Ability to share across platforms (PC and Mac)
• Inserts fully formatted citations, footnotes and bibliography – no more citation placeholders!
• For advanced needs - optional bibliography formatting modifications can be made within WNC (changing line spacing of a style, modifying indent and more)
WNC can be found in Word toolbar

The new Write-N-Cite sits within MS Word in the toolbar.

Click on RefWorks to launch the new Write-N-Cite
Logging in

You log in to your RefWorks account the first time, however, you don’t need to log out, unless you are on a public computer. Remaining logged in speeds up your work and enables you to go offline at any time.

The new Write-N-Cite sits within MS Word in the toolbar. Click on the toolbar to see the WNC options. You log in the first time and sync your database with Word.
Logging In

You enter your group code, user name and password to log in, OR you can get a WNC login code from the WNC Installation page within your RefWorks account. The login code is unique to each account and only valid for 4 hours (you only need the code once, unless you log out and then you will need a new code from the installation page).
After you log in the first time, Write-N-Cite will automatically “sync” with your RefWorks account. This may take a few minutes. It is downloading your references and preferred output styles. Each time you open a document in Word (and are accessing the Internet), Write-N-Cite will not automatically check your RefWorks account and download any newly added references or changes to your Output Style Manager, unless you click “Sync My Databases” button. The red progress bar at the bottom of the document shows the database is syncing.
Before you start writing, you may want to pick your output style. Click on “Style” and select one of our “popular styles” or one of your “favorites” that you’ve added via the Output Style Manager.
Inserting citations

Click “Insert Citation” to launch the insert/edit box.
You can access references by folders or view all references (which you can sort by author, year or title).
You can also search using the search box, which will search every field.

```
<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, I.</td>
<td>2002</td>
<td>Earthquake mitigation</td>
</tr>
<tr>
<td>Forlenza, G.P.</td>
<td>2011</td>
<td>The epidemic of type 1 diabetes: what is it t...</td>
</tr>
<tr>
<td>Ly, T.T.</td>
<td>2011</td>
<td>Neurocognitive Outcomes in Young Adults ...</td>
</tr>
<tr>
<td>Michels, A.W.</td>
<td>2011</td>
<td>2011 Update: antigen-specific therapy in ty...</td>
</tr>
<tr>
<td>Steck, A.K.</td>
<td>2011</td>
<td>Review on monogenic diabetes</td>
</tr>
<tr>
<td>Van Loan, M.D.</td>
<td>2011</td>
<td>Dairy Foods in a Moderate Energy Restrict...</td>
</tr>
</tbody>
</table>
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Edit Reference:
- Hide Year
- Suppress Pages
- Hide Author
- Override Pages: [ ]
- Make Footnote
- Bibliography only

Prefix: [ ]
Suffix: [ ]
Viewing your references

Mouse-over a reference to see the full title....
Viewing your references

Right click to view the full reference (excluding file attachments)
Inserting a citation

When you select a reference, you will see a preview of the formatted citation and it will also display at the bottom should you want to re-order how the references are displayed in-text.
Your citation is inserted into your paper fully formatted in the output style you selected…

The new Write-N-Cite sits within MS Word in the toolbar. Click on the toolbar to see the WNC options. You log in the first time and sync your database with Word.

You only need to sync your database when you make changes in your RefWorks account to your references or output style “favorites” list. You can write your paper while your database syncs, but you cannot insert any new references until the sync is complete.

I’m now ready to insert my first citation here – before I do that, let me select my output style so I can see my citations instantly formatted. Here is my first citation. [Di Cagno et al., 2004]
Inserting a bibliography

You can insert your bibliography anywhere in your paper and watch your bibliography format while you write.
Editing citations

Preview the citation before inserting it into your paper. You can even edit the citation – adding information to it or hiding it altogether.
You can easily turn any citation into a footnote. Just mark the “Make Footnote” option. You will see a preview of the footnote in the citation preview box.
I'm now ready to insert my first citation here – before I do that let me select my output style so I can see my citations instantly formatted. Here is my first citation (Di Cagno et al., 2004). I can even insert my bibliography and watch that format as well.

I will continue to write and add multiple citations (Gobbetti, Giuseppe Rizzello, Di Cagno, De Angelis, 2007; Hammerman, Bin-Nun, Kaplan, 2006). I can easily add a footnote as well.

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Editing citations

Right mouse-click or double click on a selected citation to edit it.
Editing citations

To insert multiple references in one citation, you need to double-click on each one in the folder or reference view.
Converting old documents

Write-N-Cite III documents should automatically convert when you launch the document with the new Write-N-Cite, however, there is also an option to convert an old document or remove field codes stored in Word.
In addition to the citation and bibliography area of the new Write-N-Cite Toolbar, there is a section called “Extras” where you can:

- Sync your database
- Remove field codes
- Open your RefWorks account
In the Settings area you can:

- Log Out of Write-N-Cite (which is not required unless you are on a public computer)
- Set Preferences (including switching to another RefWorks account, import references from Microsoft’s built in reference manager, convert an old document, select a different language for the interface and more…)
Compatibility

The new Write-N-Cite for Windows is compatible with:

- MS Word 2007 and 2010
- Windows XP, Vista and Windows 7

The new Write-N-Cite for Mac is compatible with:

- MS Word 2008 and 2011
- Mac OS X 10.5-10.7

WNC for MAC has the same features and functions as WNC for Windows and documents may be shared across platforms.