Please Note: If you have the system requirements to update to Write-N-Cite 4, we highly recommend it.

Working with Write-N-Cite for Mac v.2.5
(released May 2008)

Overview

Write-N-Cite is a utility that allows users to run an abbreviated version of RefWorks in their word processor. This version of RefWorks displays Author, Title, and Year Only, with a full view option available if needed.

With Write-N-Cite, you can cite references in a manuscript with the click of a button. The abbreviated version can be set to Always on top so that it stays in place as you are typing your manuscript and generating your bibliography. The utility installs a Write-N-Cite button on your desktop.

Write-N-Cite Compatibility

Write-N-Cite for Macintosh is compatible with the following applications:

- Microsoft Word for Mac 2004 and 2008
- Mac OS X version 10.3 through 10.6

Click here to download Write-N-Cite or select Tools, Write-N-Cite from the RefWorks toolbar.

Getting Started

1. Launch Write-N-Cite from within Word by clicking the Write-N-Cite icon on your desktop. In addition to the standard Macintosh menus, there is a Word menu in Write-N-Cite which lists open Word documents. This is a convenience which allows you to activate Word or select a document to bring forward.

2. When the login dialog box appears, enter your user name and password and click Login.

3. Click the box next to Always on Top to keep Write-N-Cite on top of all other programs including Word. Also, notice that the name of the Word document that is active in RefWorks is written next to MS Word Status.

Write-N-Cite provides only the essential items to allow more viewing area for your references. You can use the Search RefWorks feature and author hyperlinks to search through references. From the View menu you can select to view All references or view by Folder; you cannot create or edit folders. You can also sort the reference list by selecting a sort option from the Sort by list. To see the full reference, click the View link button. You can also modify citations using the Citation Editor.

Note:
You may have the full version of RefWorks open at the same time you have Write-N-Cite open. If you make edits in RefWorks be sure to refresh Write-N-Cite (which you can do by changing the view) to reflect the edits.

Citing References

1. From your Word Processor, click the insertion point (the point where you want the reference inserted).
2. Switch to Write-N-Cite and click the Cite link next to the correct reference.

Write-N-Cite automatically inserts the opening and closing curly brackets as well as the Ref ID, Author Last Name and Year. This is called a Citation Placeholder and it is what RefWorks reads when formatting your paper. It is not what your final citation will look like.

3. If you want to modify or remove information that will appear in the formatted citation, click on the Edit Citation link in the upper right-hand corner of the Write-N-Cite window.

4. To cite a second reference in the same location, click the Cite link for the second reference. The reference information is automatically inserted in the same set of curly brackets.

**Editing Citations**

The Edit Citation link launches the Citation editor which allows you to:

- preview your reference in an output style of your choice
- modify how your citation will appear in-text or in a footnote by
  - suppressing (hiding) entire citation
  - suppress (hiding) the author
  - suppress (hiding) the year
  - adding text before the in-text citation
  - adding text after the in-text citation
  - adding a specific page number (overriding the page number in your RefWorks record). This feature only works if the output style you plan to use has page numbers in the in-text citation or footnote. Also, this is the ONLY editing feature that works with a footnote.

When you make any changes using the Citation Editor, your citation placeholder (the temporary citation used by RefWorks to read and format your paper) will appear like this:

Before using the Citation Editor:

```
{{14578 Babcock, L.E. 1988; }}
```

After using the Citation Editor to add a page number and text:

```
{{14578 Babcock, L.E. 1988/p text before / f text after; }}
```

When you use the Citation Editor, you will see some coding inserted in your citation placeholder. This coding (also called “switches”) tells RefWorks to do the action you specified. This coding is removed when your paper is formatted. Click here for detailed information on in-text switches.

**Note:** Make sure you “save to Word” any changes you make using the Citation Editor.

To edit an existing citation placeholder, in Word, place your cursor within the double curly brackets of the citation placeholder you wish to modify. The Edit Citation link will display in Write-N-Cite and you can make any edits you desire.
**Editing Citations (One Line/Cite View Users)**

Some Output Styles require that a specific page be included in an in-text citation. Others require that the author name be left out of the citation if the name is included in the text. RefWorks cannot determine a specific page number for a reference or know when an author name is in the text. You can, however, manually instruct the program to exclude or include certain items in the citation through the use of in-text switches. Click [here](#) for information on using switches in your in-text citation or footnote.

**Creating a Bibliography**

1. Click **Bibliography** to generate the formatted paper.

2. Select the correct **Output Style** and select **Create Bibliography**.

You do not need to select the file since Write-N-Cite is already linked to the current document. The program creates the formatted paper as a **new** document with the document name preceded by the word "Final". For example, a document named **Test.doc** would be formatted with the name **Final-Text.doc**. Remember, if you need to make edits to the document, be sure to edit the original document and re-create the formatted document by running the bibliography process again.

Also, you are not able to create a bibliography from a list.

**Norton Internet Security Users**: If you have trouble generating a bibliography from within Write-N-Cite, check to make sure Write-N-Cite has "permission" to access the internet. To do this:

- open **Norton Internet Security**
- Select **Personal Firewall** and click on the **configure** button
- Select the **Programs** tab
- Scroll down the list to find **Write-N-Cite**
- In the Internet Access column, make sure access is set to **Permit**