

Using Write-N-Cite III Release Candidate 3 (Windows Users Only)

Overview

Write-N-Cite (WNC) is a utility that allows users (who meet the compatibility requirements below) to run an abbreviated version of RefWorks in Microsoft Word.

This version of RefWorks displays Author, Title, and Year Only, with a full view option available if needed. This version of WNC allows for faster processing of large documents as only the temporary citation placeholders (versus the entire document) are sent to RefWorks for formatting and returned to your original paper with the bibliography. This version of WNC no longer creates a FINAL manuscript. For that reason we strongly encourage you to make and/or work with copies of any important documents.

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 as well as an Add-in to your Word toolbar and a menu option in Word, under Tools for launching Write-N-Cite.

Write-N-Cite System Requirements and Compatibility

Operating System

- Windows XP or later (including VISTA)
- 64 MB of RAM
- 1.5 MB of available hard-disk space
- Internet connectivity

Browser Requirement

- Internet Explorer 6 or higher

Compatibility

Write-N-Cite is compatible with Microsoft® Word 2003 or later.

Installing Write-N-Cite III

Note: Do not install **Write-N-Cite** with Microsoft Word running.

1. Click on the file called WNCInstall that you have saved to your computer.

Note: If you have an older version of **Write-N-Cite** on your computer, you will be prompted to say “yes” to have that version uninstalled before the new version is installed.

2. Follow the instructions in the set-up wizard and designate a location to save **Write-N-Cite** (by default, RefWorks will create a new directory which you can use or change)

3. You will be given the option to install for “all users of this computer” or just a specific user. Select the appropriate option.

4. By default, **Write-N-Cite** will install a toolbar in Word for easy launching of the software. Deselect this option if you do not want this toolbar.

Note: The toolbar only installs for a single user. If you are using a computer with multiple users, you must go to **Programs/RefWorks** and select **Install Write-N-Cite plug-in for Word** to add this toolbar.

5. Follow the remaining instructions to finish installation.

Once you have completed installation, **RefWorks** gives you three options accessible from Programs/RefWorks :

- Install **Write-N-Cite** plug-in for Word – allows multiple users of a single computer to add the **Write-N-Cite** icon to Word.
- **WNC Proxy Configuration Utility** – allows you to configure **Write-N-Cite** for off-campus use via a proxy server.
- **Write-N-Cite** – alternate way to start **Write-N-Cite**

For installation on computers in a networked situation, please see:

https://www.refworks.com/RWSingle/help/Installing_Write-N_Cite_on_a_Network.htm

Working in Write-N-Cite III

Launch Write-N-Cite from within Word by clicking the toolbar button or by selecting Write-N-Cite from the Tools menu. You can also launch the program from the Write-N-Cite icon on your desktop or by clicking the Start menu and selecting RefWorks from All Programs..

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

Click the box next to Always on Top to keep Write-N-Cite on top/in front 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:

Search - You can use the Search RefWorks feature and author hyperlinks to search through references.

View - From the View menu you can select to view All references or view by Folder; you cannot create or edit folders.

Bibliography – Where you go when you are ready to format your in-text citations and/or footnotes and generate your bibliography.

Tools – Provides various conversion and unformatting options:

- **Convert to WNC III Document:** Takes a document created with a previous version of Write-N-Cite and adds the Microsoft Word field codes to make it compatible with Write-N-Cite III (beta)
- **Display Unformatted Citations:** Changes formatted in-text citations and/or footnotes and reverts them to temporary citation placeholders. The bibliography and endnote formatting remains displayed in the document. This does not remove field codes.
- **Revert to WNC v.2 Document:** Takes a WNC III document and removes all field codes and replaces them with traditional temporary citation placeholders. Also removes bibliography and endnote formatting. This feature is useful if you want to share your unformatted document with a Mac WNC users or with a Windows WNC v.2 user.

If you want to format your bibliography directly from the RefWorks **Bibliography** area, you must revert your document to this format.

- **Create/Update Offline Database:** This feature is not available at this time.
- **Remove Field Codes:** This tool removes all coding from your document when you are ready to submit.

Before you start this process -- we **strongly** recommend you save a copy of your document with a different name, as this option removes all field codes from your document and documents without field codes cannot be updated or reformatted with RefWorks.

- **Language:** Allows you to change the language of the WNC III interface.

Help – Access to the RefWorks online help section on Using Write-N-Cite

Sort - You can also sort the reference list by selecting a sort option from the Sort by list.

View Link – allows you to see the full reference

Edit Citation Link – Launches the **Citation Editor** where you can modify in-text citations or footnotes by adding text, suppressing information, or changing citation order in multiple citations.

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.

Resolved Issues from Version 2:

The crash that occurred while editing records when running WNC through your proxy server has been resolved.

The crash that occurred when using Words spell check feature on a document while WNC running has been resolved.

Issues resolved from RC 1:

A problem with multiple instances of WNC III running has been resolved.

A problem with the full version of RefWorks loading into WNC III has been resolved.

Manuscripts with large numbers of errors crashes WNC III has been resolved.

A erroneous "authentication errors: after running a bibliography has be resolved.

Issues resolved from RC 2:

A message is now displayed with WNC is not able to connect with the internet.

A problem with WNC hanging after selecting Load Word has been resolved.

When viewing Fields Codes in Word, the Edit Citation feature is now active.

A problem editing citations that caused large fonts to be displayed has been resolved.