Using Write-N-Cite 4

Editing, Replacing, and Removing Citations

1. Edit a citation already inserted and formatted in your paper.
   a. Double-click on the selected citation and make the edit(s) from the Edit Reference section of the Insert / Edit Citation box
   b. Click on OK (bottom of Insert / Edit Citation box) to insert the edited citation into your document.

2. Remove (but not replace) a single citation already inserted and formatted in your paper.
   a. Highlight the selected citation (including the parentheses, if present)
   b. Delete the citation.
   c. To correct the bibliography and/or numbering in the paper, select Reapply Output Style (in the Citation and Bibliography section, upper left of screen)
   d. Your document should now reflect the changes.

3. Remove and replace a single citation already inserted and formatted in your paper.
   a. Double-click on the selected citation.
   b. From the resulting Insert / Edit Citation box, select the reference that will replace the selected citation.
   c. Click on OK (bottom of Insert / Edit Citation box) to insert the replacement citation into your document.
   d. Your document should now reflect the changes.
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Editing, Replacing, and Removing Citations (cont.)

4. To add a reference to a citation already inserted and formatted in your paper.
   a. Double-click on the currently formatted citation.
      i. The Insert / Edit Citation window is now available.
   b. Click on the “+” in the Compose Citation area of the window.
   c. Select the reference to add to the citation.
   d. Click on OK (bottom of Insert / Edit Citation box) to insert the new citation into your document.

5. To remove (but not replace) a reference from multiple references in a citation already inserted and formatted in your paper.
   a. Double-click on the currently formatted citation.
      i. The Insert / Edit Citation window is now available.
   b. In the Compose Citation area of the window, highlight the item to remove.
   c. Click on the “-“ in the Compose Citation area of the window.
   d. Click on OK (bottom of Insert / Edit Citation box) to remove the reference from the citation in your document.

6. To remove and replace a single reference within multiple references comprising a single citation already inserted and formatted in your paper:
   a. Double-click on the multiple references comprising the citation.
      i. The Insert / Edit Citation window is now available.
   b. In the Compose Citation area of the window, highlight the item to remove.
   c. Now select the reference that will replace the highlighted reference.
   d. Click on OK (bottom of Insert / Edit Citation box) to insert the new citation into your document.