
What is Write-n-Cite?

Note

Write-n-Cite is no longer supported. Please refer to [this article](#) on how to upgrade to [RCM](#).

Write-n-Cite is an add-on for Microsoft Word that enables you to run a simplified version of RefWorks inside of Word. **Write-n-Cite** enables you to access and cite your references while working in Word, even if you are currently offline.

- [Requirements](#)
- [Using and Editing with Write-n-Cite](#)

Features:

- Provides read-only access to your RefWorks account, enabling you to view and insert your previously collated references into your document, formatted using previously defined citation styles.
 - Uses codes to represent your references and bibliography entries. This enables **Write-n-Cite** to manage and update these entities. You can use **Write-n-Cite** to manage only the codes that it adds to your document; you cannot manage references added as plain text. Codes are surrounded by light square brackets and appear as plain text when viewing or printing the document.
 - Adds inline citations and an entire bibliography.
 - Enables you to bulk format all entities managed by **Write-n-Cite**.
 - Automatically synchronizes with your RefWorks account every time you log into **Write-n-Cite**.
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Note

- **Write-n-Cite** works on older versions of Word that are incompatible with **RefWorks Citation Manager**.
 - Windows users of Microsoft Office 2016 can choose to use **Write-n-Cite** or **RefWorks Citation Manager**.
 - Macintosh users of Microsoft Office 2016 must use **RefWorks Citation Manager**.
 - Codes inserted by **Write-n-Cite** are not recognized by **RefWorks Citation Manager** and vice versa.
 - **Write-n-Cite** provides limited access to your RefWorks account and does not enable you to make changes to your references.
 - If you have documents with codes that were added using **Write-n-Cite** associated with legacy RefWorks, **Write-n-Cite** can convert these codes to (new) RefWorks. **Write-n-Cite** cannot otherwise manage older codes.
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Requirements

- Your operating system and Microsoft Office be up to date.
- .NET 4 ([Microsoft .NET Framework 4](#)).
- Visual Studio 2010 Tools for Office Runtime ([Visual Studio 2010 Tools for Office Runtime](#)).
- The latest Java release. Open JDK is supported. For more information, see [The Future of Java in RefWorks](#).

Note

When installing Java, you must not install the Ask.com browser toolbar. If you have installed the toolbar, you must remove it.

- Administrator rights on your computer.

Downloading and Installing Write-n-Cite

Note

Write-n-Cite is no longer available for new installations

The preferred writing tool for Word is RefWorks Citation Manager (RCM). You can find more information installing RCM [here](#). More information about RCM can be found [here](#).

For information about upgrading from WnC to RCM, click [here](#).

Using and Editing with Write-n-Cite

When you open Microsoft Word, if you did not log out after your last session, you are still logged in. If not, select **Log In** from the **RefWorks** ribbon to log in to RefWorks. If someone else was logged into this instance of Word, select **Switch Accounts** to log out and log back into your account.

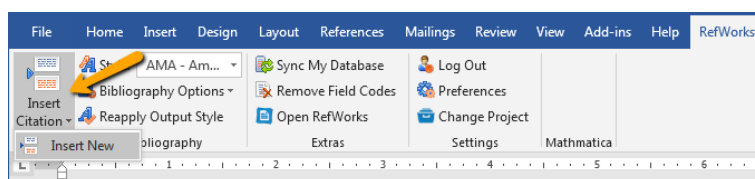
- If you need to reformat all of your entities, select **Reapply Output Styles**. For example, this may be useful when working with primary and subdocuments that have different citation styles.
 - To manually force synchronization with RefWorks, select **Sync My Database**.
 - To convert all citations to plain text select **Remove Field Codes**.
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Note

If you intend to continue using **Write-n-Cite** to manage citations in this document, we strongly recommend that you save a copy of your document before converting to plain text, as it cannot be undone.

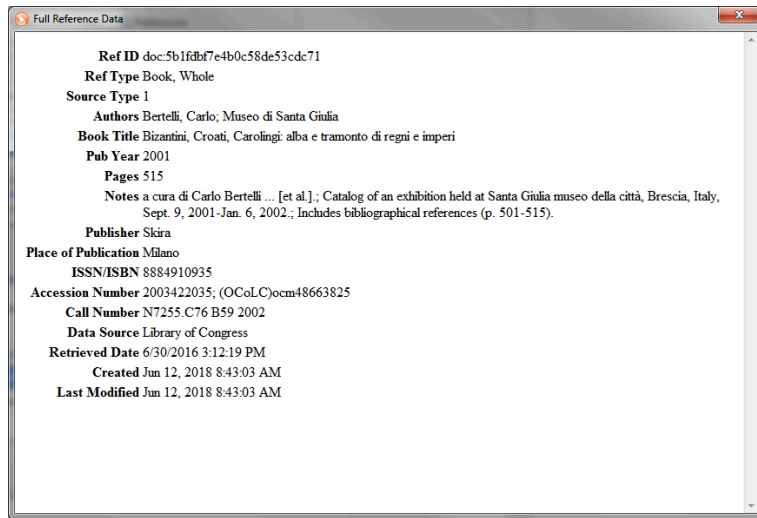
To add or edit an inline citation:

1. To create a citation, select **Insert Citation > Insert New**. To edit, double-click the citation. In either case, the Insert/Edit Citation pane displays.



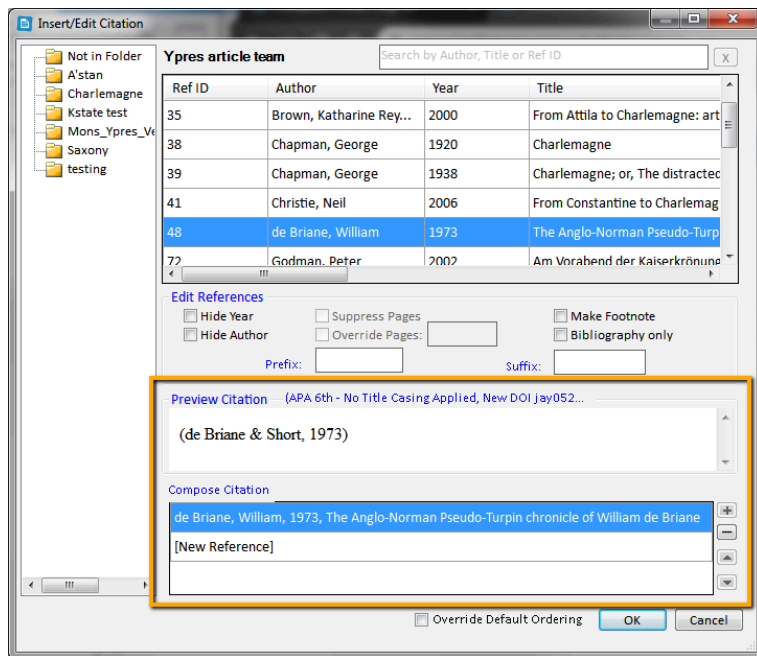
Insert/Edit Citation

2. Use the folders and the search bar to locate the reference. You can right-click the reference to see complete reference information.

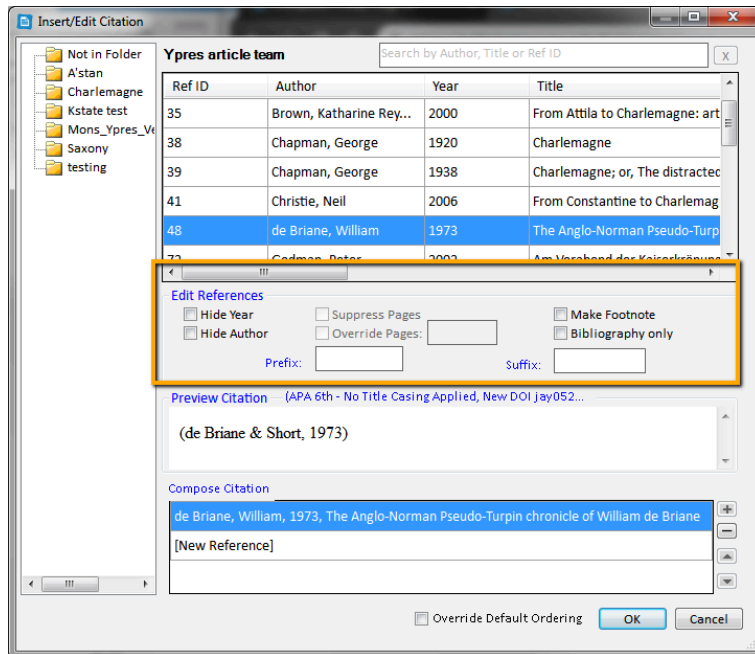


Full Reference View

3. Select the reference. A preview of the formatted citation appears in the **Preview Citation** area. Optionally select + in the **Compose Citations** area to add additional references to the citation.



4. Optionally configure any of the following while creating or editing a reference:



- Hide the publication year
- Hide the author name
- Add text before the reference (**Prefix**)
- Add text after the reference (**Suffix**)
- Hide the reference and only show the bibliography entry
- Hide page numbers (**Suppress Pages**)
- Add page numbers (**Override Pages**)
- Change the reference order: Use the up or down arrows for styles that use first-cited order. For styles that use alphabetical or other sorting, select **Override Default Ordering**.

Note

Some options depend on the citation style. For example, adding or hiding page numbers works only for styles with page numbers.

5. Select **OK** to insert or save the selected references.

To insert a bibliography:

To insert a bibliography that includes all **Write-n-Cite** managed entities in your document, select **Bibliography Options > Insert Bibliography**.