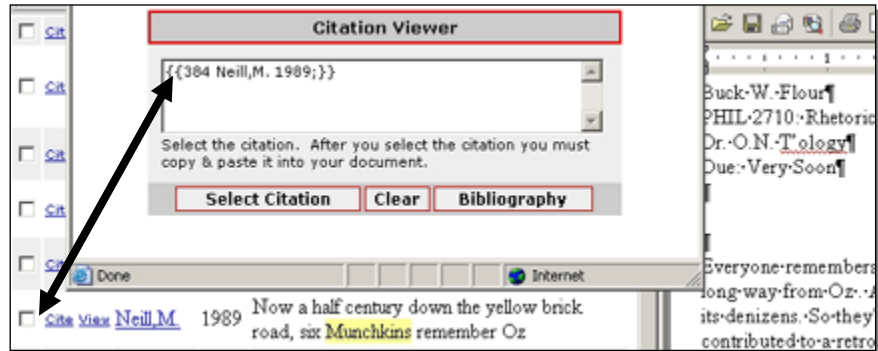


## Use *One Line/Cite View* to Write and Cite

This technique can be useful if using a computer that does not allow you to download the Write-N-Cite software.

Switch to the *One Line/Cite View* and open MS Word. Begin typing your paper. When you need to cite something, click the *Cite* link next to the appropriate reference. The *Citation Viewer* opens containing that reference within in a double pair of braces (curly brackets).

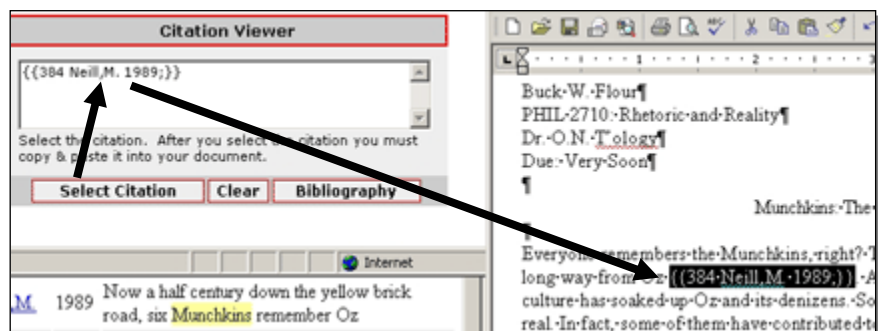
The *Citation Viewer* is a staging area for references you are inserting. You can insert more than one reference at a time. Just click the *Cite* link next to it.



The braces function as placeholders in RefWorks. When your bibliography (list of references) is created, RefWorks zooms through your Word document replacing the contents of braces with the citations in the proper format.

Copy and paste the contents of *Citation Viewer*, or click and drag the contents, to the correct location in your document.

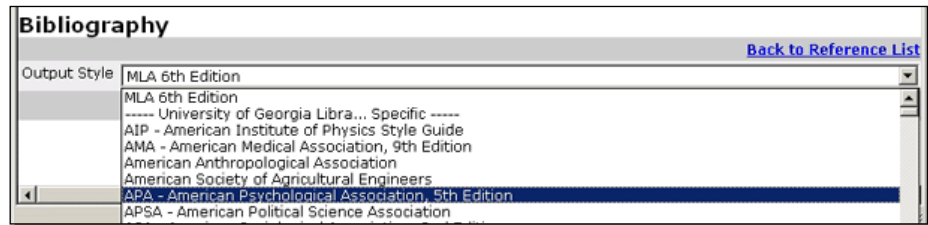
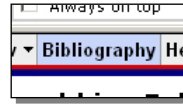
Clear the contents of the *Citation Viewer* for its next use.



The reference is placed in your Word document with a pair of braces around it. The braces function as placeholders in RefWorks. When your bibliography (list of references) is created, RefWorks zooms through your Word document replacing the contents of braces with the citation in the proper format.

To create your bibliography:

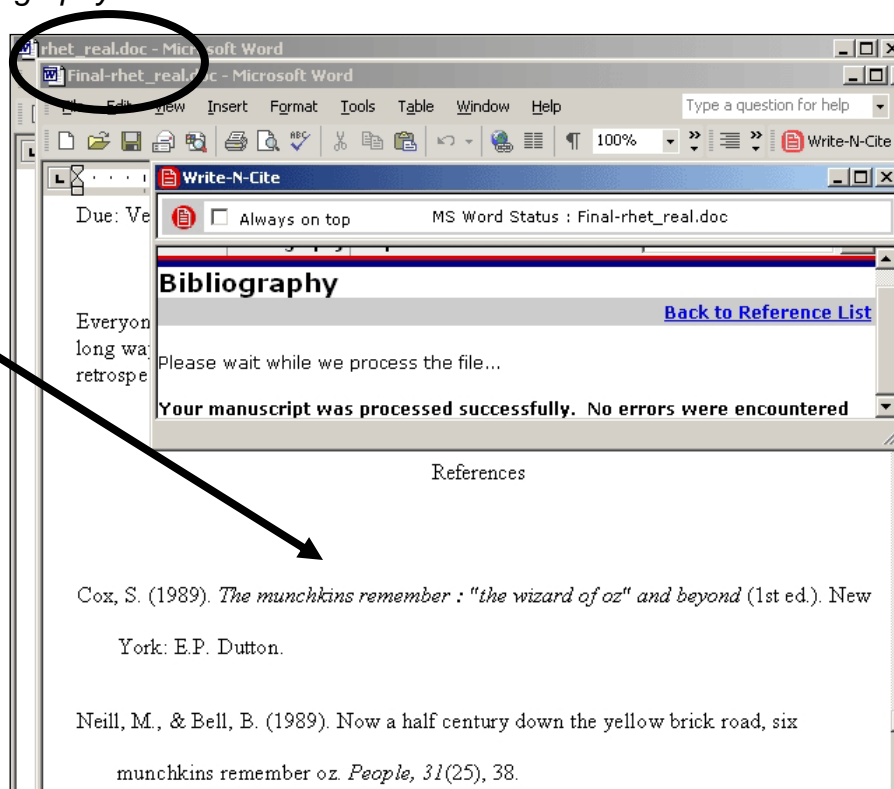
- Save your paper
- Click the *Bibliography* link in RefWorks
- Choose an *Output Style* (e.g. APA)



- Click the *Create Bibliography* bar

Bibliography is created.

RefWorks creates a new file with the name: *Final-[name of original file]*. This is how RefWorks defines the papers it has formatted.



Your original file remains intact with the placeholders. To format another style of bibliography, first rename the *Final-[name of original file]*. Open the original file, format the bibliography, and this file will now become *Final-[name of original file]*.