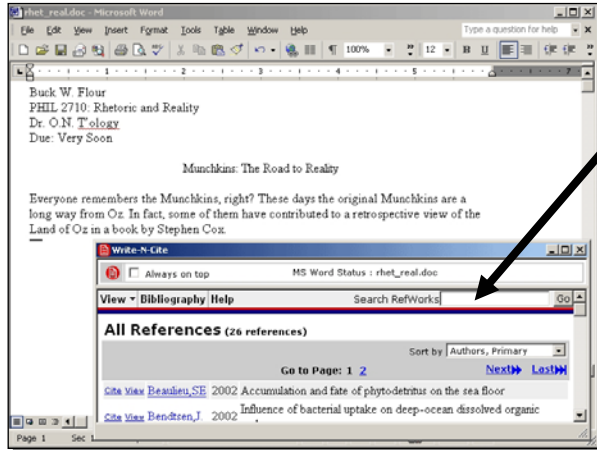
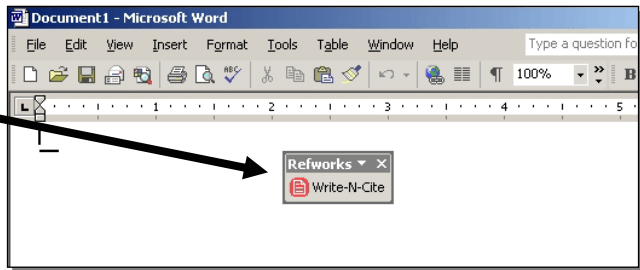
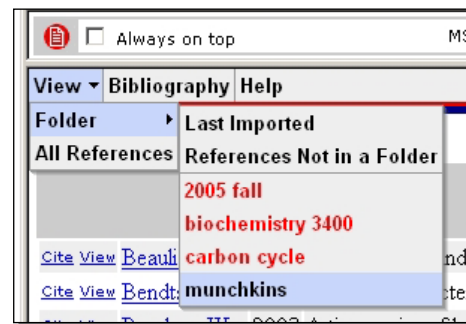


## Use Write and Cite on Your Computer

Open Microsoft Word (Word). The Write-N-Cite toolbar will show. Click on it to connect to RefWorks using the World Wide Web. Log into your account.

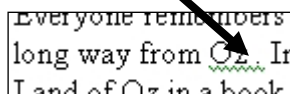


The following example shows an open RefWorks database with the beginning of a paper. The RefWorks screen looks different: only *View*, *Bibliography* and *Help* options display.



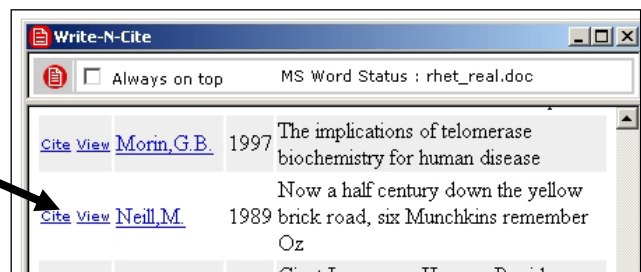
Navigate to the folder in RefWorks you wish to use. If your references are scattered among many folders, you will have to navigate to the appropriate folders to select and input each one into your paper.

In your Word document, place the cursor where you need to put a citation. You may want to type a space (or an extra space) after the target word. In the example, the word is Oz in the second line:



Locate the reference in the RefWorks folder:

Click on the *Cite* link for this reference in the RefWorks window.

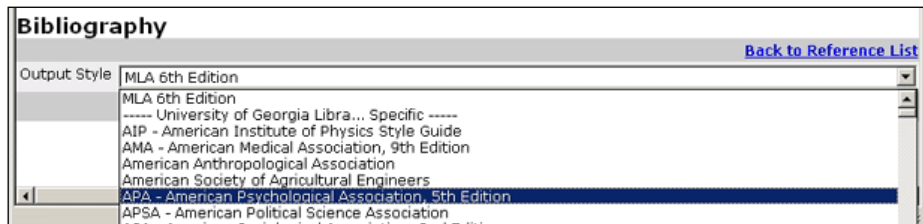


The reference is placed in your Word document with a pair of braces around it. The braces function as placeholders in RefWorks. When your bibliography (list of references) is created, RefWorks zooms through your Word document replacing the contents of braces with the citations in the proper format.

... from Oz {{230 Neill, M. 1989; }}.

To create your bibliography:

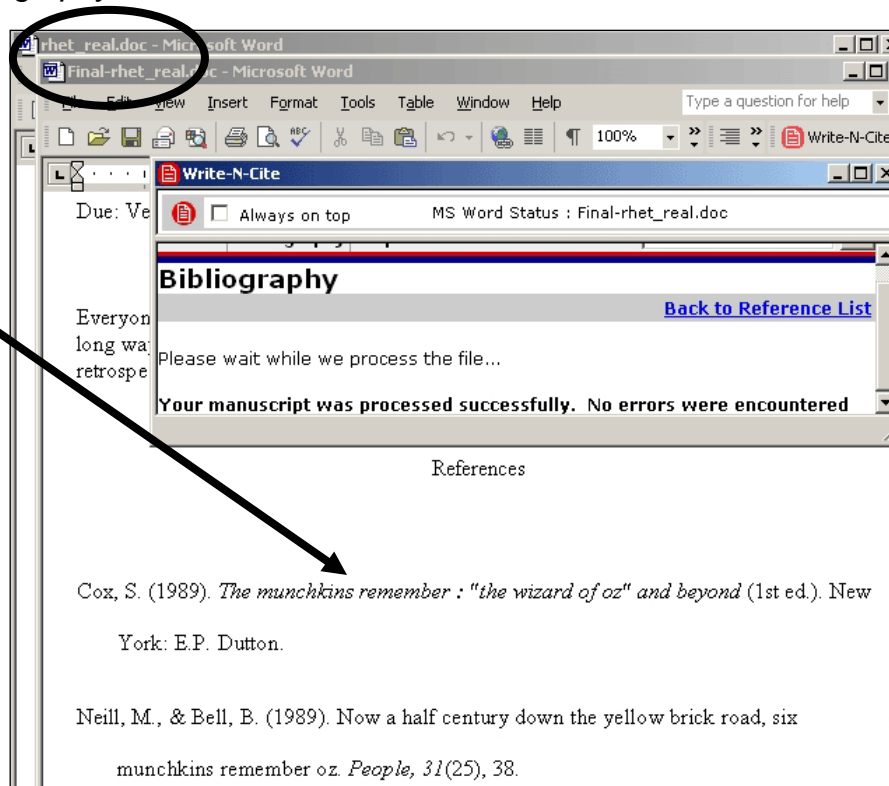
- Save your paper
- Click the *Bibliography* link in RefWorks
- Choose an *Output Style* (e.g. APA)



- 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]*.