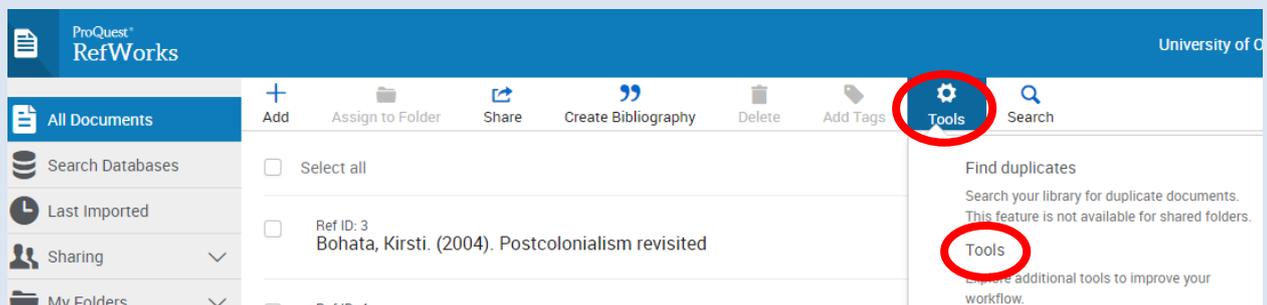


Using RefWorks to insert citations in all versions of Word for Windows and versions of Word for Mac prior to Word 2016

Installing the RefWorks plugin & logging into your account

1. Log into RefWorks in the normal way

2. Click the 'Tools' icon  and choose 'Tools'.



3. On the Tools page scroll down to 'Cite in Microsoft Word'

4. Work out whether you are using 32 bit or 64 bit Microsoft Office.

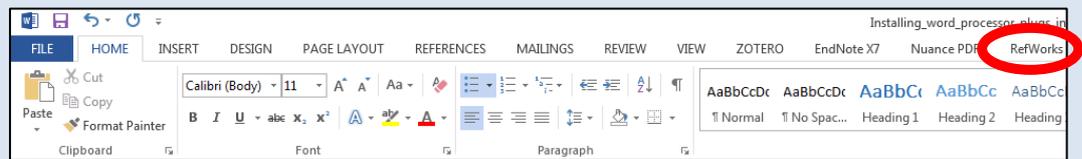
To do this:

- MS Office 10: open Word and choose 'File' | 'Help'. You will see information about Word on the right including the version number and whether its 32 or 64 bit.
- MS Office 2013 / 2016: open Word and choose 'File' | 'Account'. You will see information about Word on the right including whether its 32 or 64 bit. If you don't see the information click 'About Word'

5. When you are ready, close Word and then choose 'Download & Install Office 32-bit version' or 'Download & Install Office 64-bit version' as appropriate. The installation wizard will then take you through the installation process.

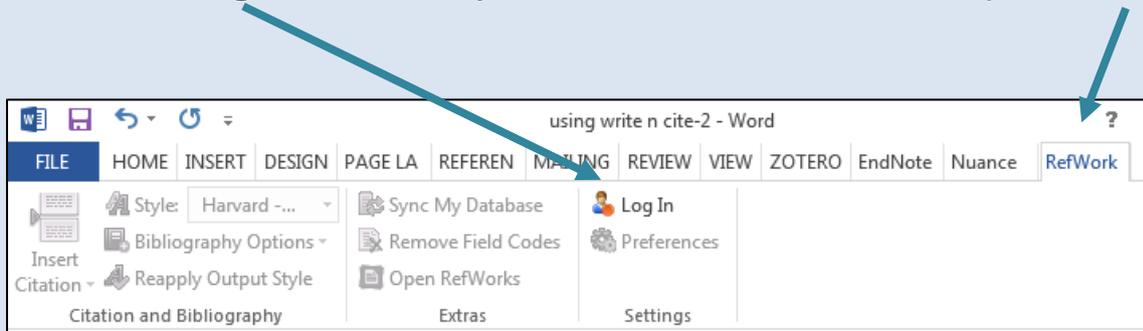
6. Once you have completed the installation you should see a new menu.

- In Word for Windows this appears as a new tab in the ribbon, labelled 'RefWorks'.

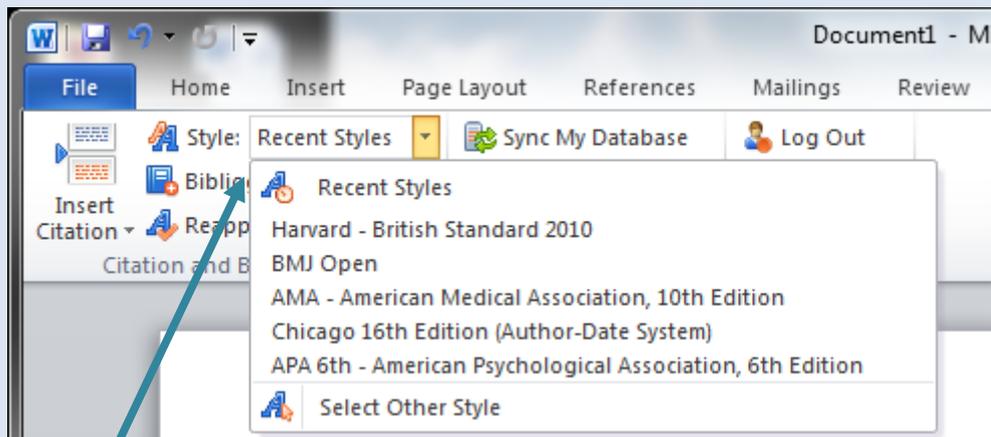


- In Word for Mac, the menu appears as a floating toolbar which can appear anywhere on your screen (and which is sometimes hard to spot). If you can't see the menu, click 'View' – 'Toolbars' and select the Write-N-Cite option.

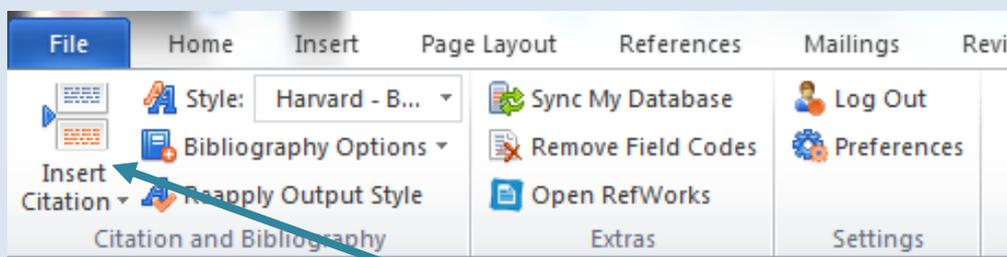
7. Click **Log In** and enter your RefWorks username and password.



Choosing a citation style and inserting a reference

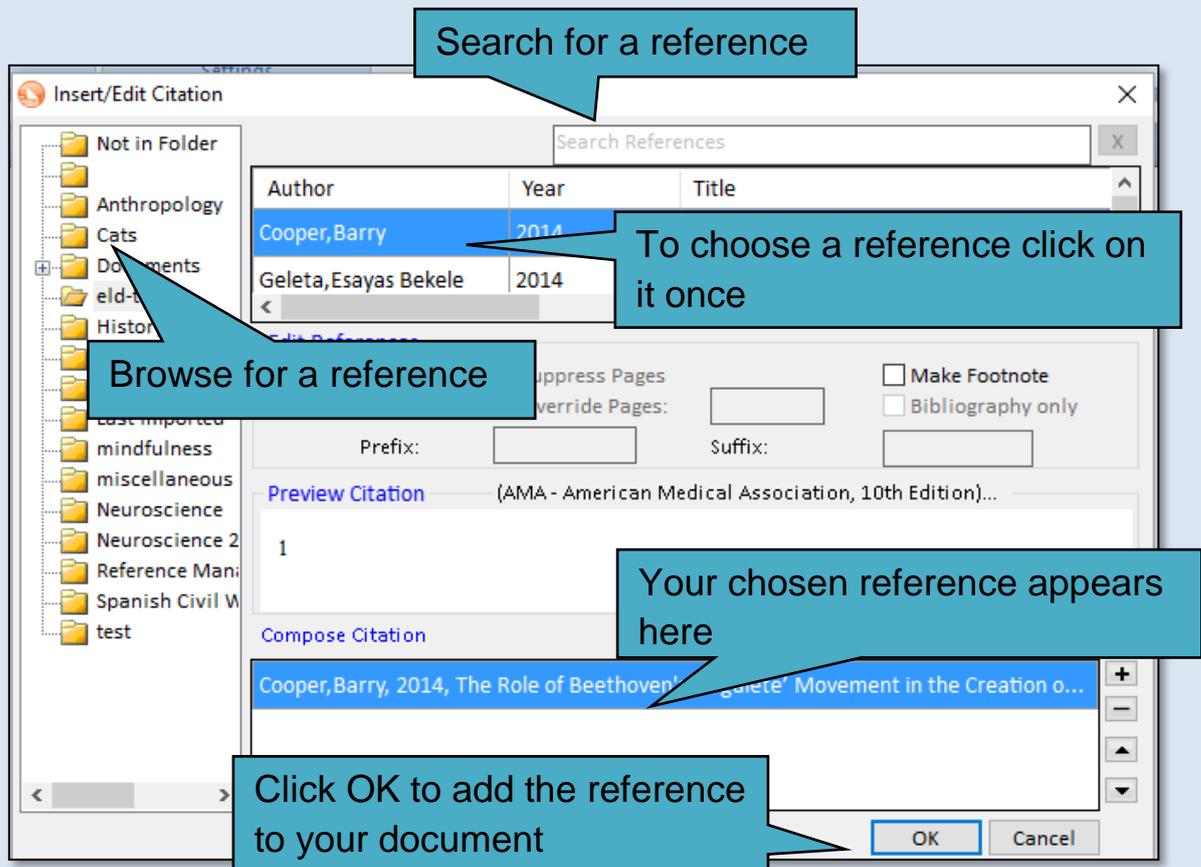


- Choose a citation style from the drop down menu. If your preferred style does not appear in the drop down menus choose **Select Other Style** at the bottom of the list. This will take you to a slightly longer list of styles including the styles that you have previously used in RefWorks. If your preferred style still isn't listed, return to RefWorks and update your favourites list (see **Adding citation styles to WnC** below)



- Once you have chosen a citation style, place your cursor in your Word document at the point where you would like to insert a citation and click **Insert Citation – Insert New**

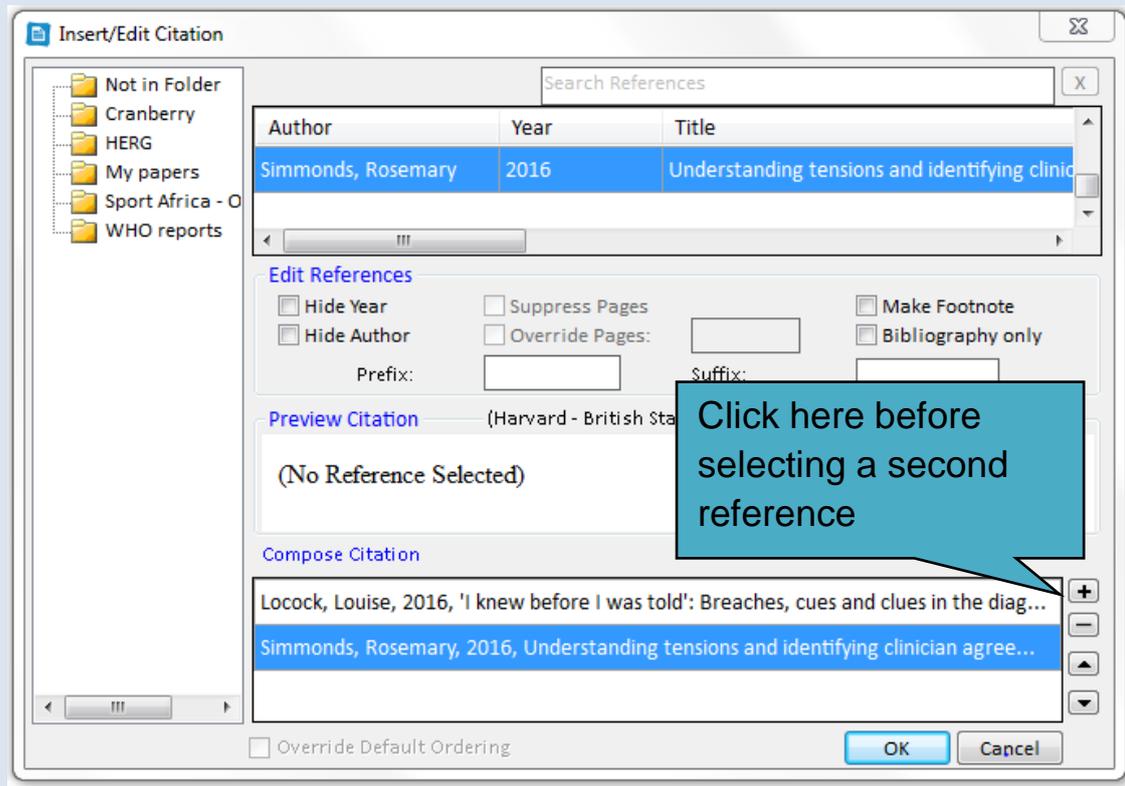
- A dialogue box will open where you can search your RefWorks account for a reference or browse through your folders. Once you have found the reference you wish to insert, click on it once. The reference will appear highlighted in the Compose Citation box at the bottom of the dialogue box.
- Click on **OK** to insert the citation



Citing more than one document at once

1. Insert the first citation as outlined above
2. To add the next citation, click on the **+** next to the Compose Citation box and browse/search for the next citation. Click on the citation and

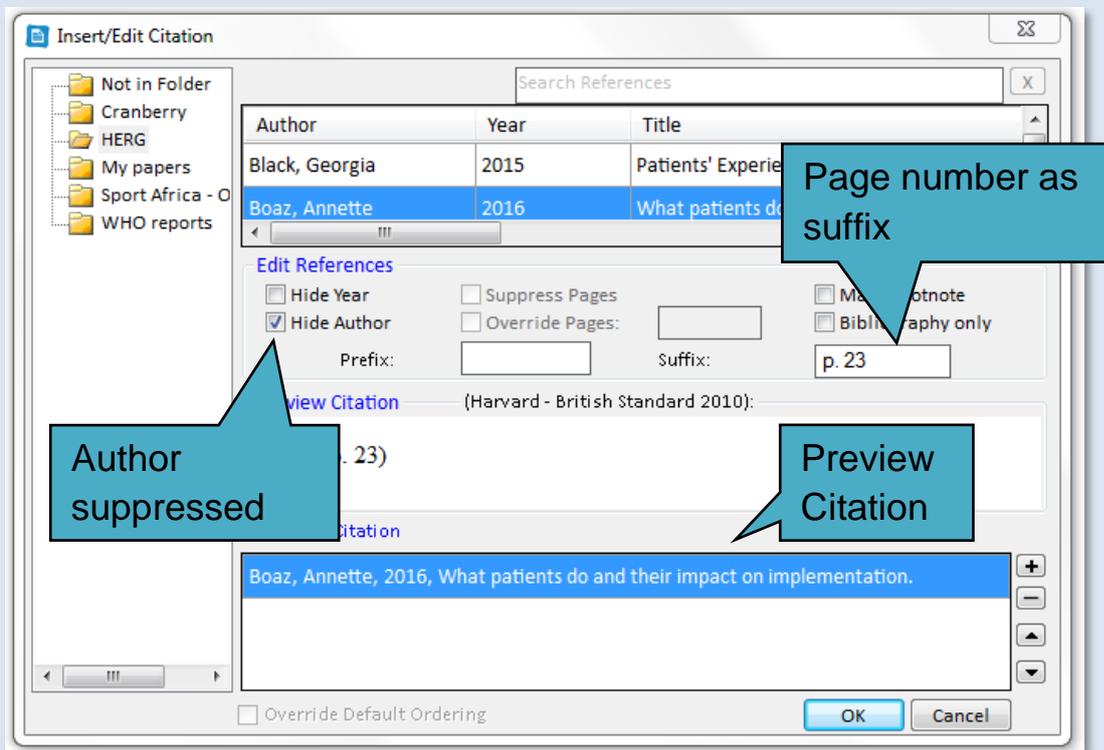
it will be added to the Compose Citation box. Repeat as necessary and click on **OK** to insert the citations



Adding page numbers to a citation and suppressing author/date

1. Select the citation as outlined above – but don't click on OK
2. First, fill in the options in the **Edit References** part of the dialogue box.
3. To add a page number, enter text in the **Suffix** box. You will need to enter a space first (so that there is a gap between the rest of the citation and the page number). Then add the page number using the abbreviations used by your citation style e.g. p. 65 or pp. 65-67.
4. You can also use this section to add a **Prefix**, for example if you want your citation to read "see....."

5. When using an author-date style you can also choose to hide the author's name or year if you have already mentioned these in the main text e.g. If your sentence reads "Brown established...." you may want to hide the author's name from the citation so that it is not repeated and reads "Brown established....(1984)". If so, use the **Hide Author** option. Similarly you can **Hide Year** if your sentence has already included the date.
6. To preview the changes you've made, click on **OK** and the example text will appear in the **Preview Citation** box. Once you're happy with the changes click on **OK** to insert citation.



Using footnotes

1. Insert a citation as outlined above
2. In the edit reference section tick **Make Footnote**
3. As above, add pages numbers etc. if required and click OK

