

Write-N-Cite 4 installation

Write-N-Cite 4 is an add-in for Word (**version 2007 or newer**), which helps you to insert citations from RefWorks to your text and produce a bibliography using style of your choice.

Installation on home computer

- 1) Close Word.
- 2) If you have Write-N-Cite version 3 or older on your computer, remove it before installing new version.
- 3) Login to RefWorks.
- 4) Click **Tools -> Write-N-Cite**.
- 5) Click suitable link below **Download** to download installation program on your computer. If there is a 64bit operating system on your computer, you will see two downloading options, one for 32bit Microsoft Office and the other for 64bit Office. Click **How do I pick?** to determine your Office version, if you are unsure. If you have 32bit operating system, you will see installation program for 32bit Office only.
- 6) Run the installation program. You may be prompted to install Office pre-requisites before the Write-N-Cite install begins.
- 7) Open Word and notice RefWorks tab there.

Installation on University of Eastern Finland (UEFAD) network computer

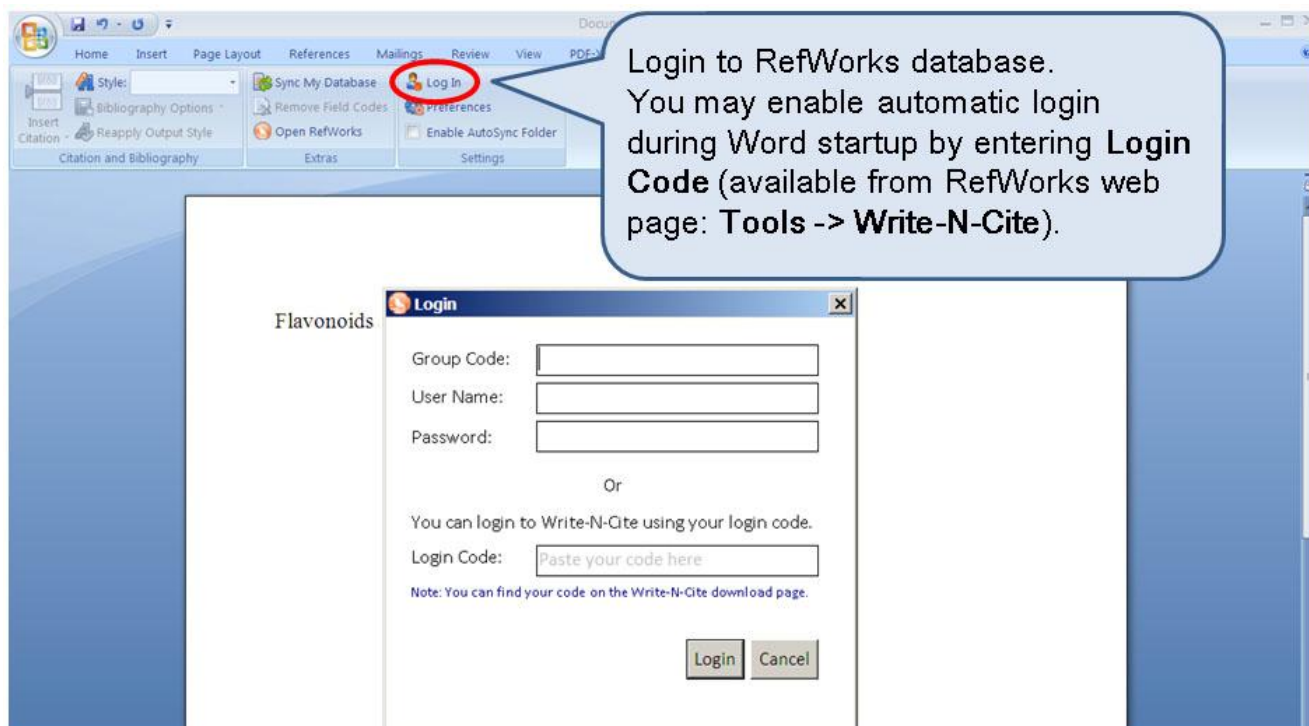
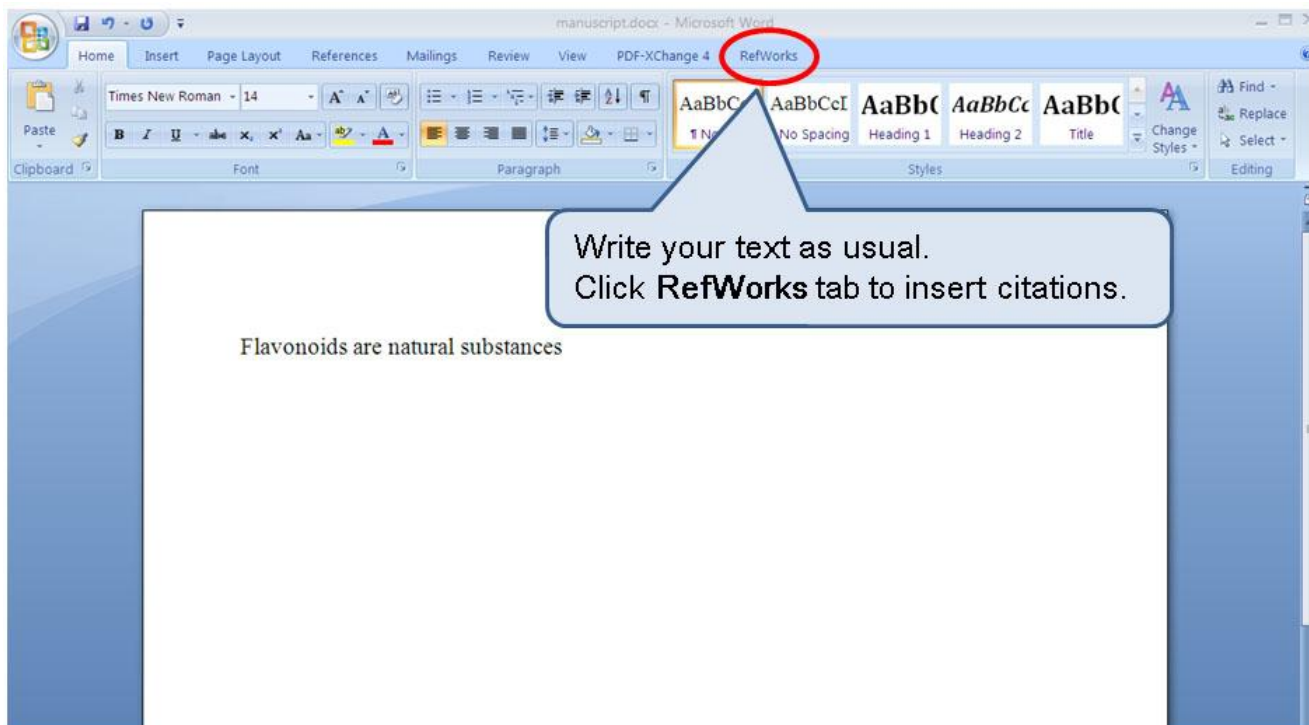
The University of Eastern Finland staff may install Write-N-Cite on their own workstations using standard UEFAD username and password (no administrator username needed). Write-N-Cite is already installed on Kuopio Campus Library and KUH Medical Library public access computers.

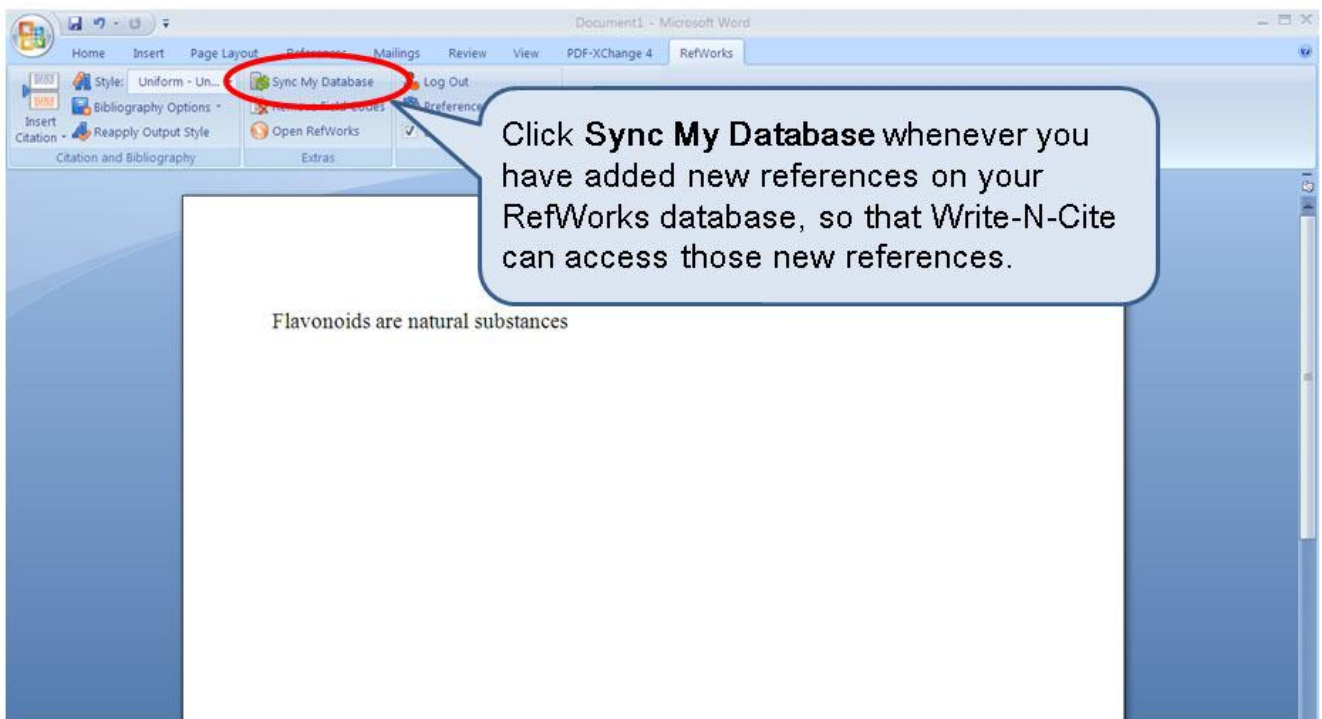
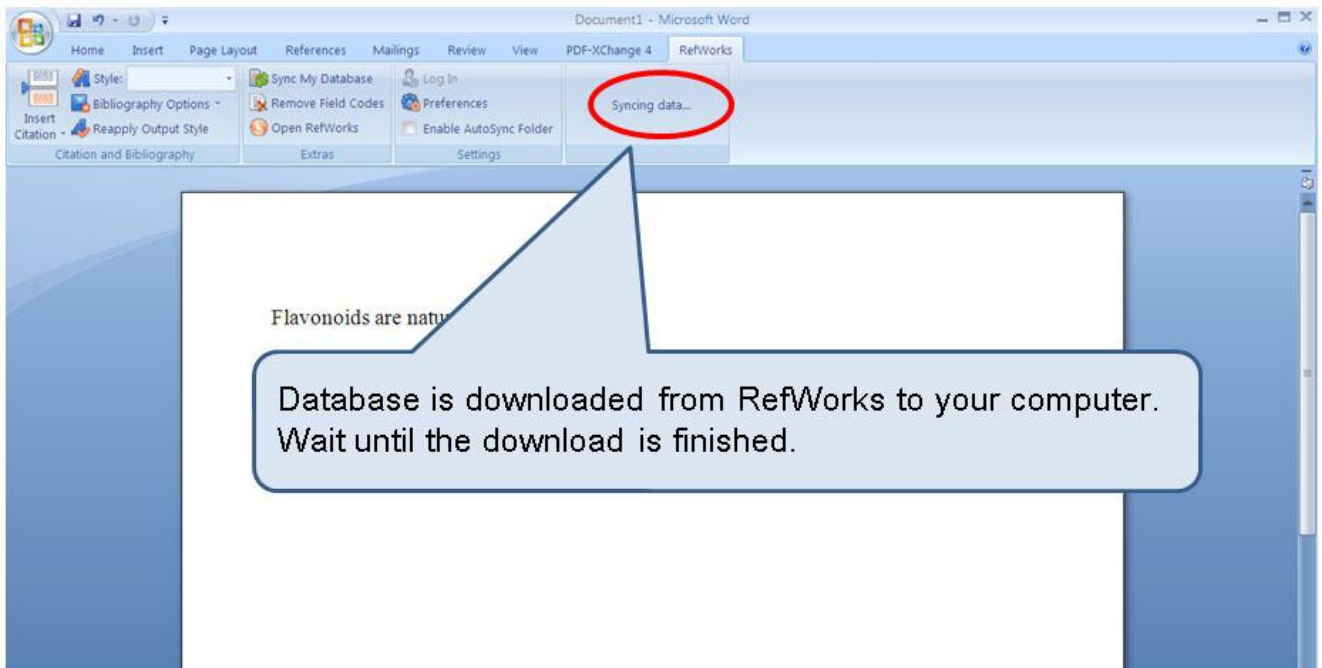
- 1) Close Word.
- 2) Click **Start -> All Programs -> UEF -> Software Center SCCM2012**.
Go to **Available Software** menu, select **Write-N-Cite...** and click **INSTALL**.
PLEASE NOTE: If you cannot see Write-N-Cite in Available Software menu, check Installation tab. If you see Write-N-Cite there, the program is already installed on your computer. In case you have any problems with the program, try to reinstall it by clicking Reinstall button.
- 3) Black window appears on computer screen, denoting installation. Installation may take several minutes. Wait until the window disappears. Write-N-Cite 4 is now installed.
- 4) Installation procedure tries to remove possible older Write-N-Cite version automatically. If removal failed, ask microcomputer support to remove the program manually.
- 5) Open Word and notice RefWorks tab there.

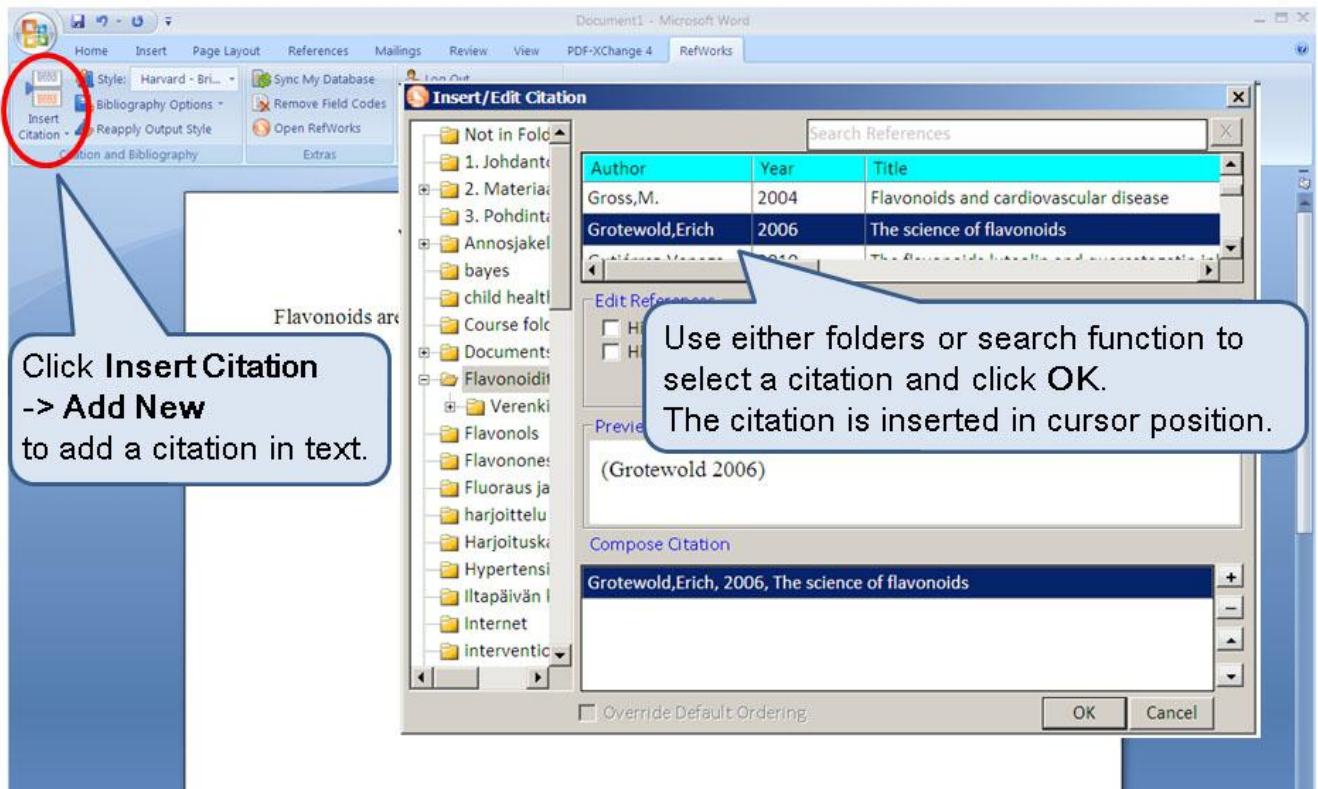
If you encountered any problems during installation on UEFAD computer, please contact servicedesk(at)uef.fi

Look at quick guide below to familiarize yourself with Write-N-Cite.

Write-N-Cite 4 quick guide







Document1 - Microsoft Word

Home Insert Page Layout References Mailings Review View PDF-XChange 4 RefWorks

Style: Harvard - Bri... Sync My Database Log Out

Bibliography Options Remove Field Codes Preferences

Insert Citation Reapply Output Style Open RefWorks Enable AutoSync Folder

Citation and Bibliography Extras Settings

Insert/Edit Citation

Search References

Author	Year	Title
Gross, M.	2004	Flavonoids and cardiovascular disease
Grotewold, Erich	2006	The science of flavonoids

Edit References

Preview

(Grotewold 2006)

Compose Citation

Grotewold, Erich, 2006, The science of flavonoids

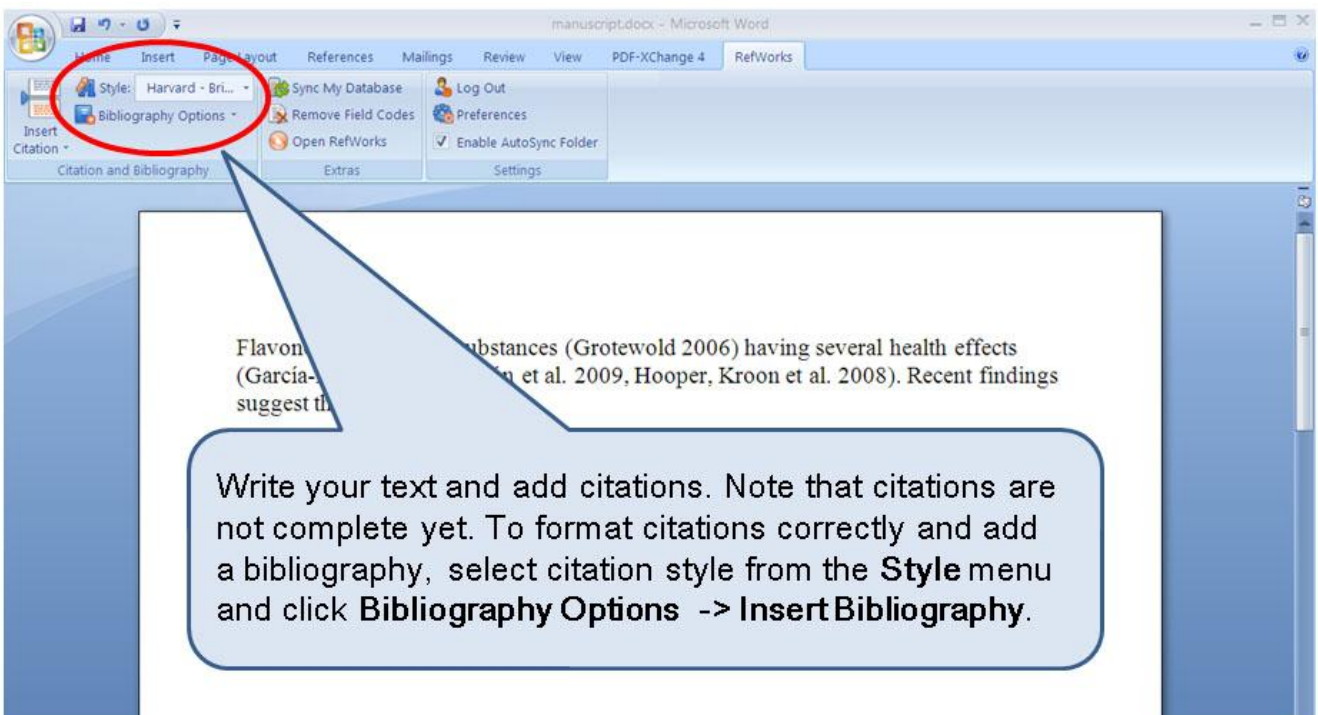
Override Default Ordering

OK Cancel

Flavonoids are

Click **Insert Citation** -> **Add New** to add a citation in text.

Use either folders or search function to select a citation and click **OK**. The citation is inserted in cursor position.



manuscript.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View PDF-XChange 4 RefWorks

Style: Harvard - Bri... Sync My Database Log Out

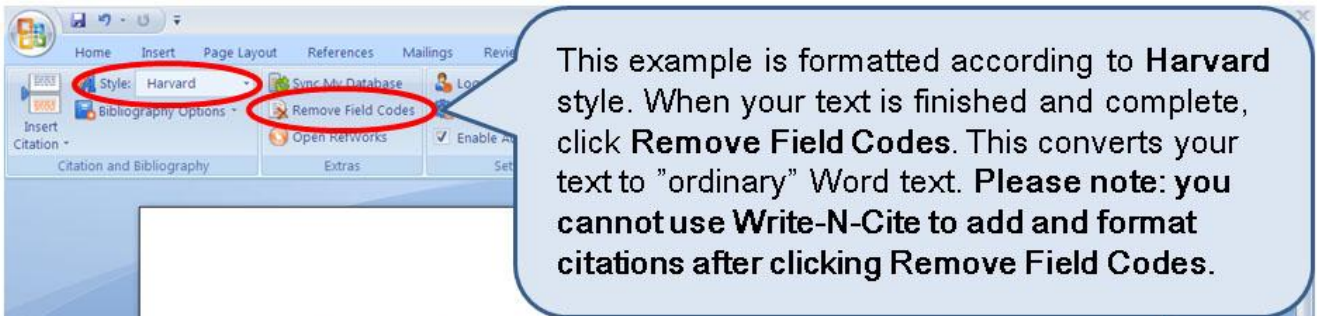
Bibliography Options Remove Field Codes Preferences

Insert Citation Reapply Output Style Open RefWorks Enable AutoSync Folder

Citation and Bibliography Extras Settings

Flavonoid substances (Grotewold 2006) having several health effects (García-... et al. 2009, Hooper, Kroon et al. 2008). Recent findings suggest th...

Write your text and add citations. Note that citations are not complete yet. To format citations correctly and add a bibliography, select citation style from the **Style** menu and click **Bibliography Options** -> **Insert Bibliography**.



This example is formatted according to **Harvard** style. When your text is finished and complete, click **Remove Field Codes**. This converts your text to "ordinary" Word text. **Please note: you cannot use Write-N-Cite to add and format citations after clicking Remove Field Codes.**

Flavonoids are natural substances (Grotewold 2006) having several health effects (García-Lafuente et al. 2009, Hooper et al. 2008). Recent findings suggest that ...

García-Lafuente, A., Guillamón, E., Villares, A., Rostagno, M.A. & Martínez, J.A. 2009, "Flavonoids as anti-inflammatory agents: Implications in cancer and cardiovascular disease", *Inflammation Research*, vol. 58, no. 9, pp. 537-552.

Grotewold, E. (ed) 2006, *The science of flavonoids*, Springer London, New York.

Hooper, L., Kroon, P.A., Rimm, E.B., Cohn, J.S., Harvey, I., Le Cornu, K., Ryder, J.J., Hall, W.L. & Cassidy, A. 2008, "Flavonoids, flavonoid-rich foods, and cardiovascular risk: a meta-analysis of randomized controlled trials", *American Journal of Clinical Nutrition*, vol. 88, no. 1, pp. 38-50.