



(Manually entering References, continued)

3. Designate the type of reference you are entering (e.g. journal or book) under **Ref Type**. Field names marked with a red asterisk (on Macs: green check marks)
4. Enter information in the boxes provided and click **Save** when finished.

4. Click OK. You will be asked to enter your eRaider username and password when starting **Write-N-Cite**.

Write-N-Cite for Windows is compatible with Microsoft Word 2000 and up; Windows 98, ME, NT, 2000 and XP; and Internet Explorer 5.0 and up. **Write-N-Cite for Macintosh** is compatible with Word for Mac 98 and up and Mac OS X version 10.3 or later.

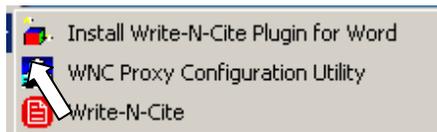
Using Write-N-Cite with Microsoft Word

Write-N-Cite is a small utility program which works within Microsoft Word. When you are preparing a paper or a manuscript, Write-N-Cite expedites the placement of in-text references and the creation of bibliographies or reference lists.

Write-N-Cite needs to be downloaded within your Word program. The link to the download is available within **RefWorks/ Tools** drop-down. Once downloaded, a **Write-N-Cite icon** is installed within Word as well as being placed on your desktop. With Write-N-Cite you can insert references into a manuscript with the click of a button.

For Off-Campus Write-N-Cite Access, Windows OS, follow the steps below:

1. Click on Start>Programs>RefWorks
2. Select WNC Proxy Configuration Utility



3. In the Proxy Server URL enter <https://ezproxy.ttuhscc.edu:2742/Refworks/?WNC=true>

A complete **Write-N-Cite Help** guide is available within **RefWorks Help**. We would recommend that you turn to the Help for complete details on how to install and use the Write-N-Cite program.

Using RefWorks and Write-N-Cite from Off-Campus

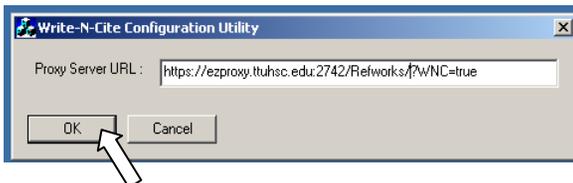
Depending on the database from which you are importing citations, you may be taken to a RefWorks window with tabs requiring an additional log-in.

1. Select the "Remote Access" tab
2. Enter the following "Group Code": **RWTeXTechHSC** (case sensitive)
3. This will take you to the RefWorks log-in page where you will enter your individual log-in name and password.

PLEASE NOTE: *If you are a Mac user and need assistance, contact a Reference Librarian.*



**IMPORTING
REFERENCES FROM
PubMed, EBSCO
and OVID**



Importing References from PubMed into RefWorks

1. Perform a search in **PubMed**. Mark the references you want to export and put them into the **PubMed Clipboard**.
2. Open the **Clipboard tab** to display all of the references. Change the **Display** option from Summary to **MEDLINE**.
3. In the **Send To** drop-down, select **Text**. A window opens with the **Clipboard** references in **MEDLINE** format.
4. Select **Save As** from your browser and select **Text** as the Save As file type; give the file a distinctive name so that you can retrieve it easily.
5. Log in to **RefWorks**.
6. Select **References/Import** from the toolbar.
7. Select **NLM PubMed** as the **Import Filter/Data Source**. The only **Database** option will be **PubMed**.
8. Browse to find the text file you saved to your computer.
9. Click **Import**. Progress is shown by one * for each reference imported. The program tells you when the import is complete.
10. Your imported records will appear in the **Last Imported Folder**. We recommend that you select **View Last Imported Folder** to review the import and be sure that the data is correct.
11. Once the import is confirmed, you may either select references from the import to be

moved to an established folder OR you may select “all in list” to be moved to a folder.

Importing References from OVID into RefWorks

1. Perform a search in an Ovid database. You may search across several OVID databases if it is appropriate to your search topic. Select the references you want to export.
2. Within the **Results Manager** at the foot of the screen, select **Complete Reference** in the **Fields** section; select **Direct Export** from the **Result Format**.
3. Click **Save**
4. Select **Export Results to RefWorks** and **Continue**.
5. The export will open RefWorks if it is not already opened and will automatically import the references.
6. Your imported records will appear in the **Last Imported Folder**. We recommend that you select **View Last Imported Folder** to review the import and be sure that the data is correct.
7. Once the import is confirmed, you may either select references from the import to be moved to an established folder OR you may select “all in list” to be moved to a folder.

Importing References from EBSCO into RefWorks

1. Perform a search in an **EBSCO** database. Click on the **Add** folder icon to the right of any results you want to save.

2. Click on the **Folder has items** link. Click on the **Save** link from inside the folder.
3. Click on the **Bibliographic Manager** tab.
4. Select the radio button in front of **Direct Export to RefWorks**.
5. Click **Save**.
6. The export will open RefWorks if it is not already opened and will automatically import the references.
7. Your imported records will appear in the **Last Imported Folder**. We recommend that you select **View Last Imported Folder** to review the import and be sure that the data is correct.
8. Once the import is confirmed, you may either select references from the import to be moved to an established folder OR you may select “all in list” to be moved to a folder.

Manually Entering References into RefWorks

1. Select **References** from the pull-down menu tool bar and then choose **Add New Reference** from the pull-down menu.
2. Start by selecting your bibliographic output style (e.g. AMA, APA) under **View Fields Used By**.

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