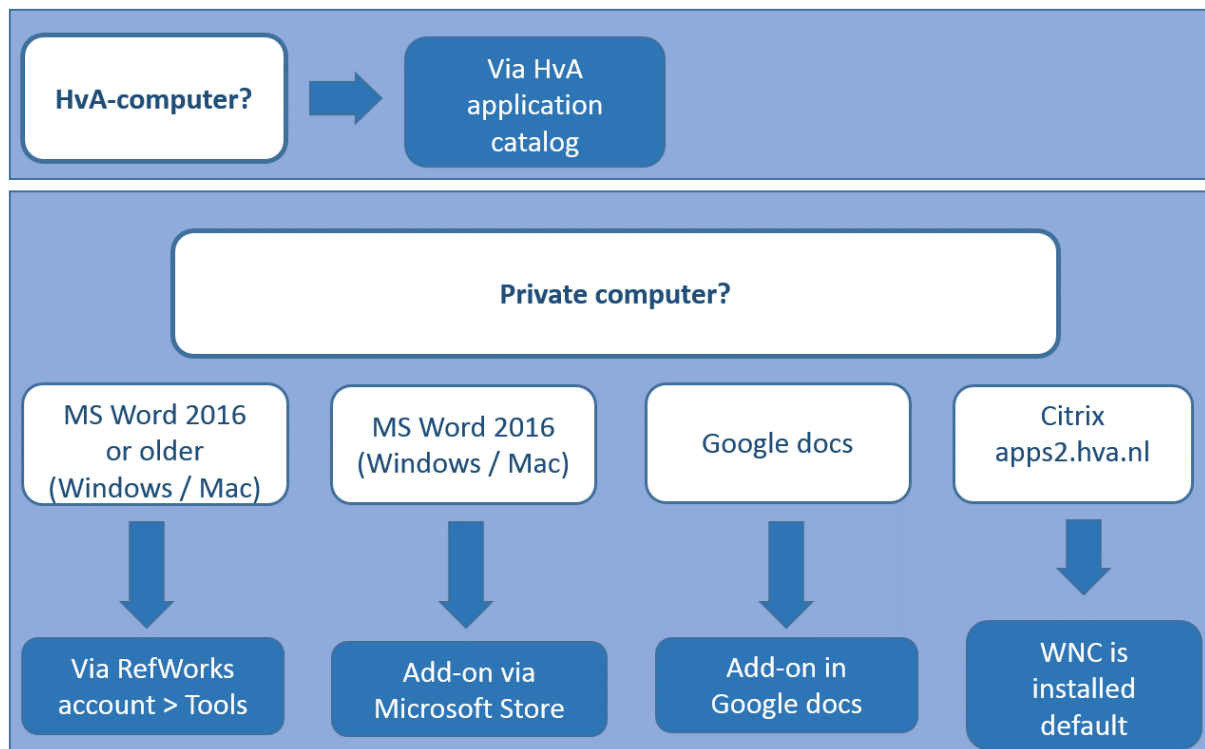


INSTALLING WRITE-N-CITE

Write-N-Cite is a utility that allows you to run an abbreviated version of RefWorks in Microsoft Word. With Write-N-Cite, you can cite references in a manuscript with just a click and watch your paper format instantly including in-text citations, footnotes and your bibliography. The utility installs a RefWorks tab in the MS Word ribbon or you can access it from the **References** tab in Microsoft Word. There is also an Add-on for Google Docs. How you install Write-N-Cite depends on the computer and word processor you use:



For instructions click the concerning link:

[INSTALLING WRITE-N-CITE ON YOUR OWN COMPUTER \(WINDOWS\)](#)

[INSTALLING WRITE-N-CITE ON A MAC](#)

[INSTALLING WRITE-N-CITE ON A HVA-COMPUTER](#)

[WRITE-N-CITE VIA CITRIX / APPS2.HVA.NL](#)

[SYNCHRONISING WRITE-N-CITE AND REFWORKS](#)

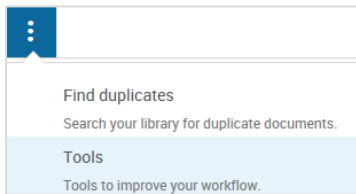
INSTALLING WRITE-N-CITE ON YOUR OWN COMPUTER (WINDOWS)

Write-N-Cite for Windows works with MS Word 2010, 2013 and 2016 (32 bit versions). This version will NOT work with Word 2007 or Win 7, both of which are no longer supported by Microsoft.

Write-N-Cite has to be installed locally. For MS Word 2016 you can also install an Add-on.

MS WORD 2010, 2013 AND 2016

If you are working on your private computer you can download and install **Write-N-Cite 4.4.1376** from your RefWorks account > Tools > Write-N-Cite.

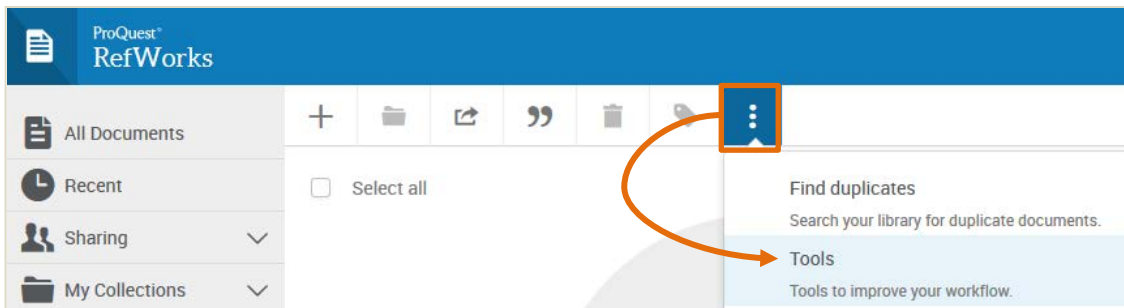


Uninstall earlier versions before you start installing the New version (4.4.1376).

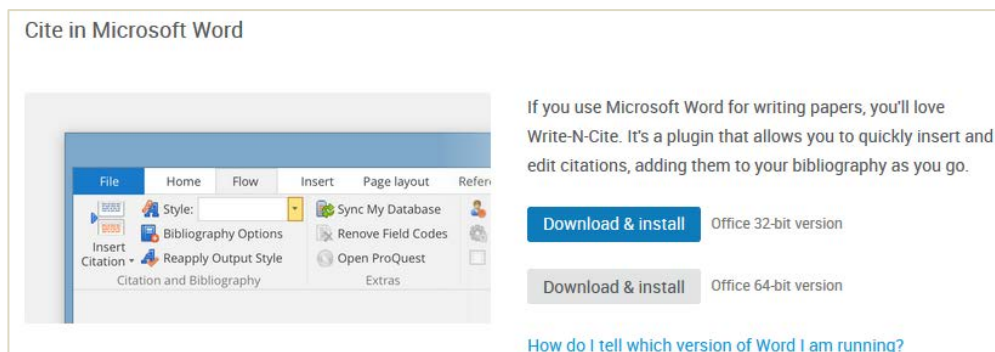
Open Control Panel > Programs and Features > Uninstall a program. Select **ProQuest voor Word** and uninstall it.

Direct your browser to <https://refworks.proquest.com> and log in.

In the upper menu click  and then **Tools**.



Scroll down to the item **Cite in Microsoft Word**.



Click **Download & Install** to download the most recent version of Write-N-Cite.

Quit Word before starting the installation and wait until the installation is finished before re-opening MS Word.

After installation a RefWorks tab is added to the MS Word ribbon.



Should this not be the case click File > Options > Add-Ins > Manage Com Add-Ins > Go.

Select **Write-N-Cite** and click OK. Quit and start up Word again. The RefWorks tab should be visible now.

MS WORD 2016

Word 2016 users can alternatively install the **RefWorks Citation Manager** Add on directly into Microsoft Word via the Microsoft Store. [View instructions on installing here](#) or via **Tools** in your RefWorks account.

Quit Word for Mac before starting the installation!

INSTALLING WRITE-N-CITE ON A MAC

Write-N-Cite is available for Word for Mac 2011 en 2008. For Word 2016 you can install a RefWorks Add-on.

MS WORD 2016

Word 2016 users can install the **RefWorks Citation Manager** Add on directly into Microsoft Word via the Microsoft Store. [View instructions on installing here](#) or via Tools in your RefWorks account.

Quit Word for Mac before starting the installation!

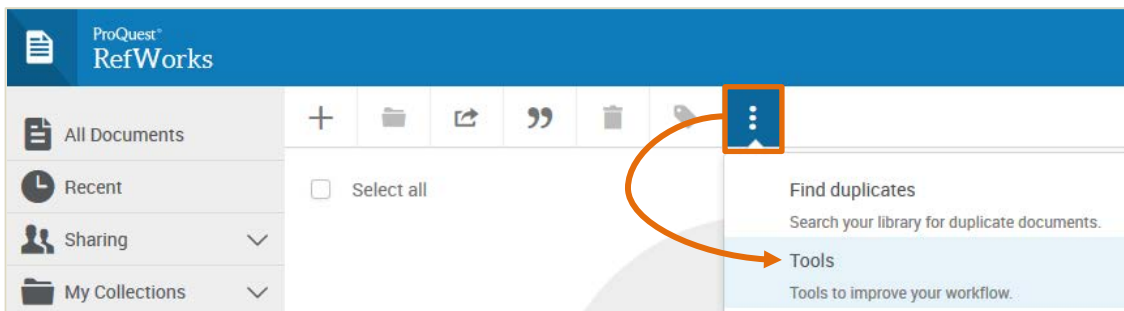
WORD FOR MAC 2011 EN 2008

Write-N-Cite 4.4.1410 supports Word 2011 and Word 2008 (Mac).

OS X 10.11 (El Capitan), 10.10 (Yosemite), 10.9 (Mavericks), 10.8 (Mountain Lion), 10.7 (Lion) and 10.6 (Snow Leopard) Write-N-Cite 4.4.1410.

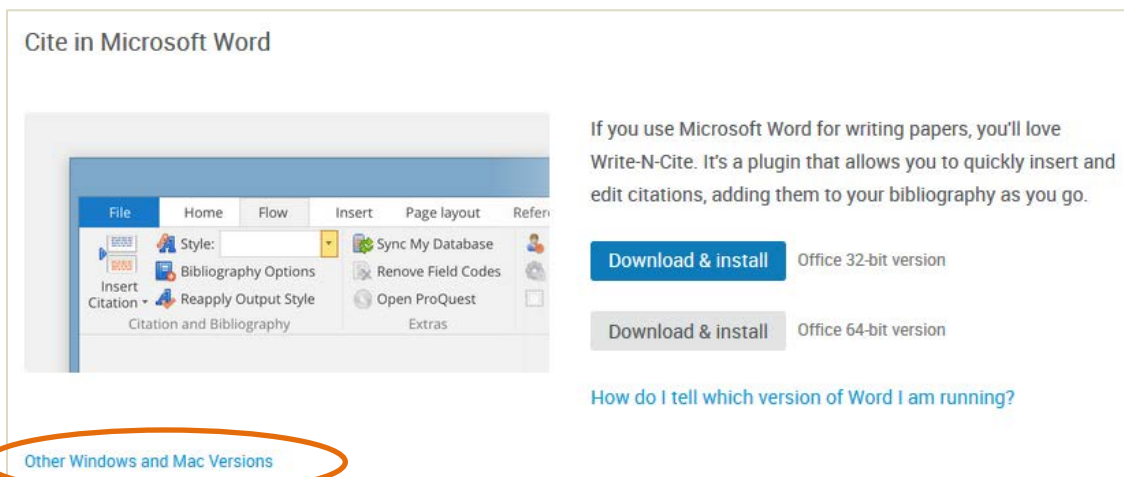
Direct your browser to <https://refworks.proquest.com/> and log in to your RefWorks account..

In de menu ribbon click  and then **Tools**.



Scroll down to the item **Cite in Microsoft Word**.

Click **Other Windows and Mac versions**.



In the following window select **Mac** to see the available versions.

Windows Mac

RefWorks Citation Manager (Mac)
For Word 2016 only. Install RefWorks directly into Microsoft Word via the Word Store.

[View instructions on installing here](#)

Write-N-Cite (Mac)
For OS X 10.11 (El Capitan), 10.10 (Yosemite), 10.9 (Mavericks), 10.8 (Mountain Lion), 10.7 (Lion) and 10.6 (Snow Leopard)
Supports Word 2011 and Word 2008. (use RefWorks Citation Manager for Word 2016).

[Download](#)

Quit Word before starting the installation!



After the installation a RefWorks tab is added to the MS Word ribbon.

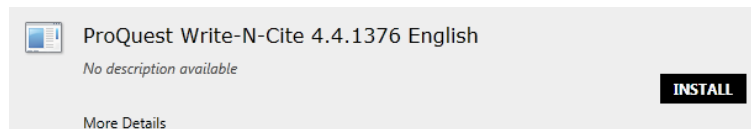
INSTALLING WRITE-N-CITE ON A HVA-COMPUTER

If you are you working on a HVA computer, you will have to install Write-N-Cite via the **application catalog**.

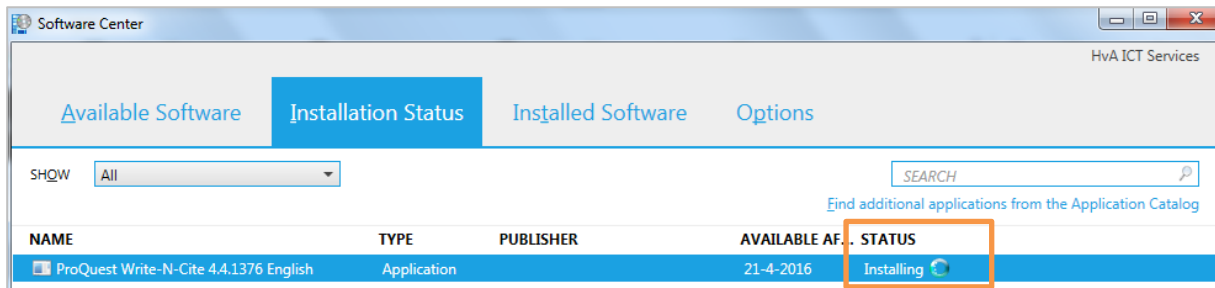
Quit MS Word before starting the installation!

Open the HVA-**Application Catalog**:

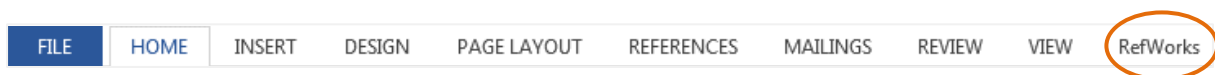
1. Open the Windows start menu by clicking the  icon or with the Windows-logo key  on your keyboard.
2. Type *application* in the search box and click **Application Catalog** (at the top of the start menu).
3. In de **Application Catalog** search for 'ProQuest'.
4. Select *ProQuest Write-N-Cite* and click **install**.



Wait until the installation is finished before you re-open Word. You can follow the installation status in the Software Center window.



Once the installation is complete a RefWorks tab is added to the MS Word ribbon.



Should that not be the case you can follow the next steps:

In the MS Word menu ribbon click File > Options > Add-Ins > Manage Com Add-Ins > Go.

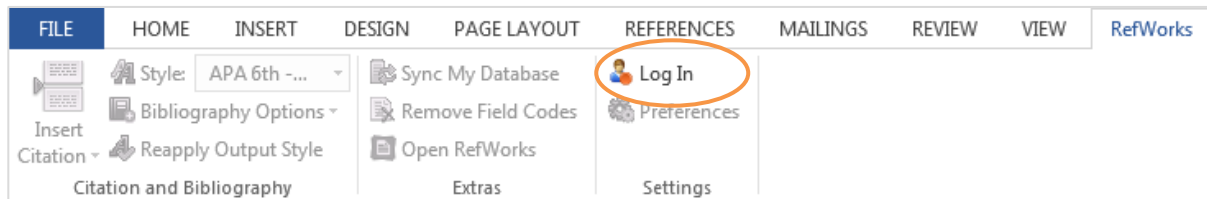
Select Write-N-Cite en click **OK**. Quit and startup Word again. The RefWorks tab should be visible now.

WRITE-N-CITE VIA CITRIX / APPS2.HVA.NL

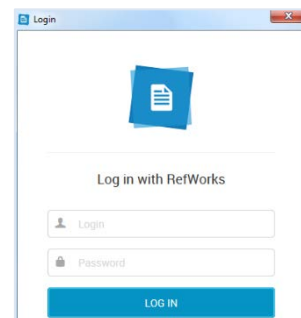
If you are using MS Word via Citrix or apps2.hva.nl you don't have to install Write-N-Cite

SYNCHRONIZING REFWORKS AND WRITE-N-CITE (4.4.1376)

Click RefWorks in the MS Word ribbon to open Write-N-Cite and log in.



Enter your email address and RefWorks password and click "Log in" again.



The first time you log in to Write-N-Cite, it will automatically "sync" with your RefWorks library. This may take a few seconds. It is downloading your references, folders and output styles.

Any time you make changes to your RefWorks items you can click **Sync my Database** and your new and edited items will be added to Write-N-Cite.

