Using Write-N-Cite

http://unihub.mdx.ac.uk/study/library

http://www.flickr.com/photos/arbron/923398621/
Open Write-N-Cite by double clicking on the icon.

You may be asked to log in to Write-N-Cite. If so select ‘Athens Users’.

Enter your IT User ID e.g. AB123 and password e.g. London42.
Write-N-Cite and Word will now open

Check ‘Always on top’, so that your references are visible

If word does not open, then click ‘Load it’

Word will open with your references ‘on top’. You can then open a new or existing document.
Add citations as you write your essay/project

If you wish to add a citation from your list of references, click on ‘cite’ and a citation will be added in to the text of your essay/project.

The citation now appears in your essay/project.
You can choose which references to use

Write-N-Cite will display all your references unless you choose a specific folder.
When you have finished, you can create a bibliography from the citations used.

Select 'Bibliography'

Then choose the correct referencing style.

You can minimise/maximise this window at any time by click and dragging this corner.
A bibliography will be added to your essay/project. The citations have also been formatted correctly in the text. Return to your references and add more citations to your essay/project. Every time you add more citations to your essay/project, you need to re-create your bibliography.
Logging off

Save and close Word in the usual way.

Close Write-N-Cite by clicking on the cross.

In order to use Write-N-Cite again, click on the Write-N-Cite icon on your desktop.
Need further help?

If you need further help then have a look here ...

......or contact :

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