Installing Write-N-Cite with New Refworks

2. From your New RefWorks account, click on the 3 dots in the top center toolbar

3. Select “tools”

4. From the tools page, scroll down to “Cite in Microsoft Word.” If you have Word 2016, follow instructions to download RefWorks from the Word store. For all other versions of Word, download “Write-N-Cite” (second option).
5. Follow the downloading and installation prompts.
6. Open Word. The RefWorks tool bar should be visible at the top of the page.

If you don’t immediately see the RefWorks tool bar, click on View > Toolbars > Refworks

7. Log-in to RefWorks by clicking on the human figure icon

Enter your RefWorks Login and Password. Your login is your full email address. If you have trouble logging in, go to https://refworks.proquest.com/ to reset your password.

8. Once you are logged in to the RefWorks toolbar, identify the style (MLA, APA, etc) you are using, then click the icon next to the first drop down box to insert an in-text citation. Click the square blue icon to add bibliography.