

Bibliographic Software:

RefWorks & Long Word Documents

Issue with Track Changes

There is a known issue with using the Track Changes option in Word at the same time as using the RefWorks toolbar. If you are using Track Changes then we recommend:

- Turn Track Changes off.
- Use the RefWorks toolbar for inserting citations, creating bibliography etc.
- Turn Track Changes on.
- Repeat when you need to use the RefWorks toolbar.

Creating Long Word Documents

If you have several Word documents that you plan to put together into one long Word document and have used RefWorks citations in them you will find you have bibliographies in each of the separate Word documents.

Before putting all the files together in one long Word document we recommend:

- Make a back-up copy of all your separate documents before merging into one long document.

- In each of the documents go to the RefWorks Word toolbar click on 'Bibliography Options'
- Choose 'Remove Bibliography'
- Your bibliography in each document will disappear, but your formatted citations will remain.
- Add all your separate files into your new long document.
- Place your cursor where you want your bibliography to appear (e.g. at the end of your new document)
- Click on the RefWorks toolbar and choose the style you wish to use.
- 'Click on 'Bibliography Options'
- Choose 'Insert Bibliography'
- A new bibliography will be created in your new long document.

Note: Even if you have manually deleted the bibliography in each of your separate documents the software will still think it is there, so you will still need to follow the procedure above.

Further Help

If you require further help with bibliographic software then please contact librarians@le.ac.uk

University Library website for RefWorks:

<http://www2.le.ac.uk/library/help/bibliographies/refworks/refworks>