RefWorks
The program that will save you hours of tedious work!

To open RefWorks:
Go to the library home page
→ RefWorks is on the right side of the page, 3rd link down → click it
→ Log in. If you do not have an account, create one in seconds.

To import references into RefWorks:
Open your preferred search engine (i.e., Academic Search Premier;
Sociological Abstracts, etc.)
→Search the topic of interest to find articles
→Click on Store or Save (this may vary by search engine)
→When you have found all articles you are interested in, click View Stored
or View Saved (once again, this may vary by search engine)
→Chose Export to RefWorks
→Click Export
→If RefWorks is not open, you will be prompted to log in
→If RefWorks is open, it will tell you that the references were imported
successfully
→Click View Last Imported folder
***You must move these references to a permanent folder or they will be
deleted the next time you import something else
→Select references to move or select All in List and choose a folder to move
them to

To input a reference manually:
In RefWorks, click References on the top menu bar
→Click Add New Reference
→Type in information
→Click Save Reference

To Create a New Folder:
On the top row of options click Folders
→Select Create New Folder
→Type in name of folder and click save

To View Folders:
Two ways to do so:
1. Go to Folders on the top menu bar →Select View →Select folder to view

2. Go to View on the top menu bar →Select Folder →Select folder to view

To Sort References within Folder:
Open folder
→At top right of folder, there is a Sort by: menu with a drop-down list
→Select method of sorting
**Default is alphabetically by author

Other folder options:
-You can view the full reference (included abstract) by clicking on View at the right of the reference
-You can edit the reference by clicking on Edit to the right of the reference
-You can search for and delete duplicate references by clicking View on the top menu bar →click Duplicates →click Exact Match or Close Match →it will show you the duplicates in the program and you can choose to delete duplicates if you wish
-You can organize folders and delete folders by either (1) clicking on References on the top menu bar →click on Organize Folders →you can then rename folder, delete folder, clear out the folder and view references OR (2) click on Folders on the top menu bar →click Organize Folders
-You can search for articles by clicking on Search on the top menu bar →look up by author, descriptor, or periodical
***Note: Under Search, there is an option to search Online Catalogue or Database. DO NOT DO THAT. When you search for articles, every article that pops up will automatically show up in RefWorks!!

To Use RefWorks when writing papers:
First you must download Write-N-Cite
→Under Tools on the top menu bar, click Write-N-Cite →download
→Open Word
→Type paper
→When you want to cite an article, click the Write-N-Cite button at the top right corner of Word
→Select folder you are working from
→Click Cite on the left side of the article you wish to cite (note: you can cite more than one article at a time)
→Go back to Word, the citation will be in a scary format, DON'T WORRY, we will fix it at the end
→Repeat until you are done with the document and document is saved

To Create Bibliography:
While still in Word, Click Write-N-Cite
→Click Bibliography on top menu bar
→Select format of citations and reference page
→Click Create Bibliography
→A new document will open with all the correct formatting!! Amazing!!
Note: Save both the original document and the final document. If you need
to make changes, make them to the original document and generate a new
final one. If you need to change the format style, follow the same steps with
the original version and select a different format.

To print a bibliography of a selection of references within RefWorks:
Open RefWorks
→If you want a bibliography of a folder you don't need to do anything extra
→If you want to create a list of references from different folders, select
references and add them to My List
→To create the bibliography, click Bibliography on top menu bar
→Select format
→The bottom option will already be selected (Format a Bibliography from a
List of References)
→Select type of file to create (i.e., Word)
→Select reference to include (all in RefWorks, My List, or select a folder)
→Click Create Bibliography
→Save it
**Note: you may have to disable pop-up blocker if one is on your computer

Troubleshooting:
There is a help menu in RefWorks
On the library home page, at the bottom left corner, there is the A-Z Site
Index
→Click R for RefWorks
→There is a general RefWorks page, a page to help with importing
problems, and a FAQ page

Questions?:

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