

Beyond-the-Basics Guide

What is RefWorks?

RefWorks is a research tool that allows you to create a personal database. Using this database, you may:

- electronically transfer references that you find in Library databases or other online sources.
- manually add references
- organize your references into folders
- create a list from your references, formatted in any output style (such as APA, MLA, Chicago, etc.) (see section G below)
- access your databases from any computer with an Internet connection
- write a paper in Word and have your in-text citations formatted (see section H below)

A. Logging onto RefWorks

1. First, create your personal account

Go to: <http://library.stkate.edu/refworks> and select: *Create a new RefWorks account.*

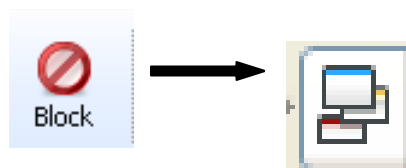
You may select any username, any password, and enter any email address that you regularly use (it does not have to be your SCU email, although you might want to use that). Please select a user category and research area. RefWorks will generate an email, which you should keep. It is the only record of how you registered. You may create as many accounts as you need.

2. Signing into an existing account

Go to: <http://library.stkate.edu/refworks> and select: *Log into an existing RefWorks account.*

3. From off-campus, enter the RefWorks Group Code

The St. Kate's Group Code is in the email you received when you registered for an account, and is also available on the Library's RefWorks Web site (URL above – St. Kate's login required).



Note about pop-up blockers: Pop-ups must be allowed in order to export references into RefWorks. Disabling pop-ups varies by browser. When using **Internet Explorer**, press the “Unblock” key on the toolbar (see graphic at right). When using **Mozilla Firefox**, look for the **Options** tab near the top. Click the downward arrow and select **Disable pop-up blocker** for this site.

B. Navigating in RefWorks

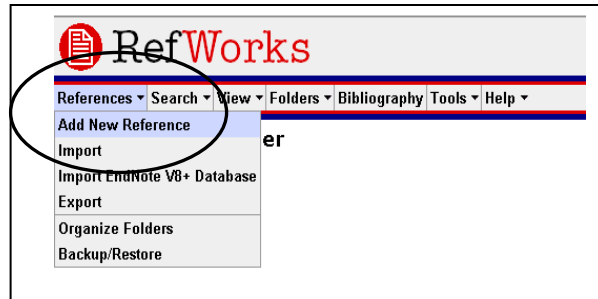
You will use the navigation links with drop-down menu (located below the RefWorks banner) for most functions described in this guide.



C. Adding references to your RefWorks database

1. Manually creating a new reference

- Select: **References** → **Add a new reference**
- Select the citation style, folder name, and type of resource (journal, book, abstract, etc.).
- Type or copy/paste the information required, as indicated by the green checks, then save it.



2. Electronically

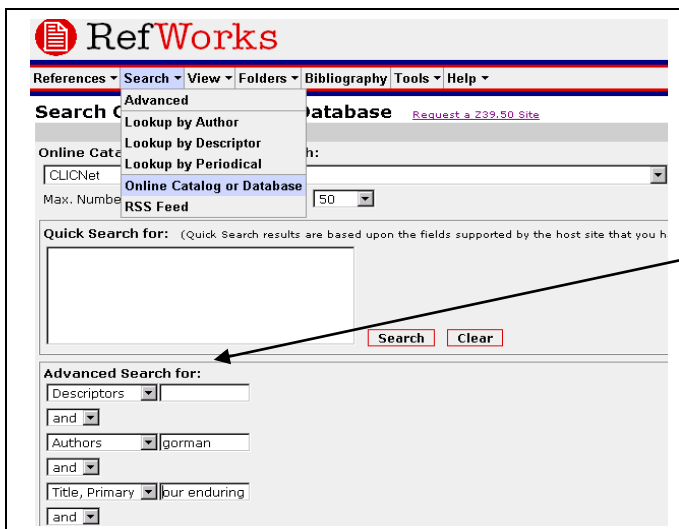
a. Direct Export from Library Databases

The majority of Library databases offer a feature that allows direct export of references into RefWorks. Usually, you will conduct your search and mark the records that interest you. Look for an option to *save*, *export*, *direct export*, or *Save to RefWorks* – the wording will vary. **Be sure your browser pop-up blocker is disabled!!** A new window will open and you will be prompted to login to your RefWorks account. The citations you export will appear in RefWorks in the “Last Imported” folder.

Instructions for importing from each Library database are available on our RefWorks Web site (URL above).

b. Adding references using RefWork’s Search feature

For most databases, use the electronic methods (*described in a. above*) to add references to RefWorks. However, using the **Search** feature in RefWorks is a good way to add citations from a few databases, particularly from CLICnet.



From the RefWorks toolbar, select **Search** → **Online Catalog or Database**

(Do **not** use Quick Search – there is a system problem with it and searching will produce an error or zero results.)

Instead, use the **Advanced Search**.

Type the author and title, or even the keywords or subject heading for your topic. Click **Search**.

When your results appear, select the item(s) you want and click **Import**, and if desired, a folder.

Your results will appear in the “Last Imported” folder.

D. Managing your RefWorks database

Arranging your citations into folders is an efficient way to organize them. We recommend that you put all of your citations into folders.

a. Creating folders

Use the dropdown menu for **Folders** to **create** a new folder. Give it a name and click **OK**.

b. Putting references into folders

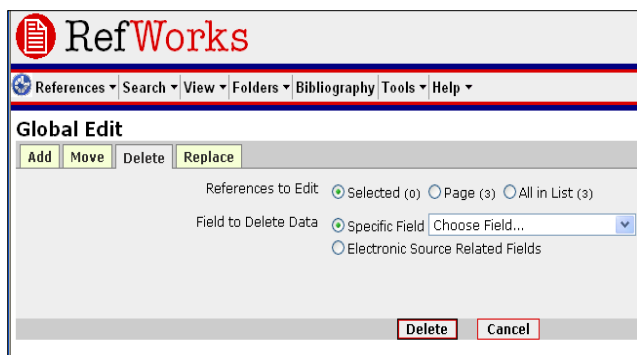
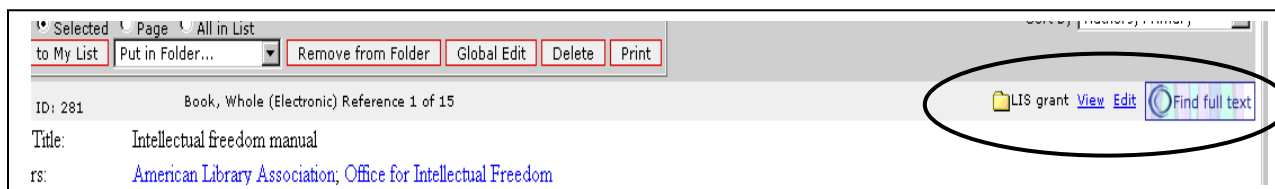
Go to **Folders** → **View**, and select: **Last Imported** or **Records not in a folder**. Select those references you want in the folder (or select **All in list**). Select **Put in folder** and select the folder in which you want them. (You can have citations in more than one folder, if you wish.)

c. Organizing folders

Go to **Folders** → **Organize**. You may *rename* folders, *remove* all of the references in folders, or *delete* folders. (Note: When you remove references from a folder or delete folders, these actions do *not* delete the references that were in these folders. The references go to the space called **References not in a folder**.)

d. Viewing and Editing references

- Use **View** to see all of the information about your reference (including the abstract, descriptors, etc.)
- Use **Edit** to add notes or descriptors to records, or to correct data errors.
- Use **Find full text** to find out if St. Kate's has the full text of the article and to link you to the electronic version, if available.



e. Global Edit

Global Edit allows you to make the same change to many references at once. For example, you may wish to add the same note to several references or the database where the full text was found.

Global Edit allows you to **Add**, **Move**, **Delete**, or **Replace** the information in chosen fields.

To use Global Edit:

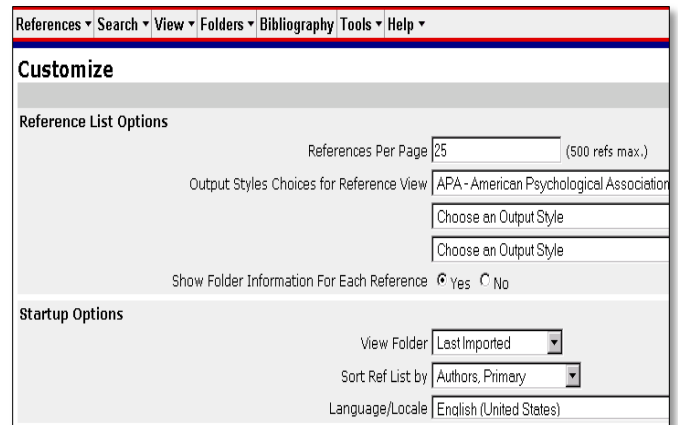
- Navigate to the folder or list of references you wish to edit globally.
- Choose the function (**Add**, **Move**, **Delete**, or **Replace**)
- Select the references you wish to edit from the options shown
- From the drop-down menu, select the field you wish to edit
- If adding, type the information you wish to add.
- Click the button to finish your edit (Add, Move, Delete, or Replace) to make your changes.

E. Customize your account

RefWorks allows some customization features you may find useful. To see options, go to **Tools** → **Customize**.

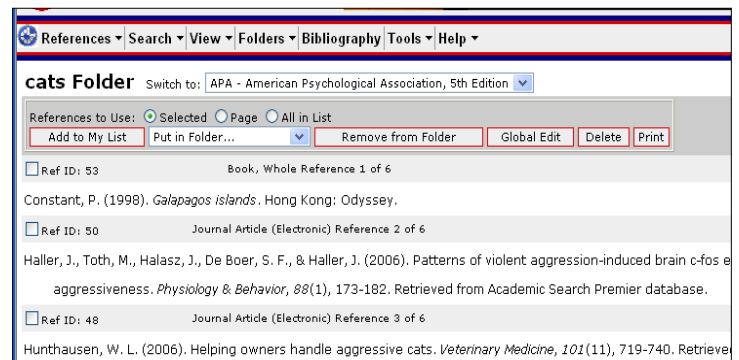
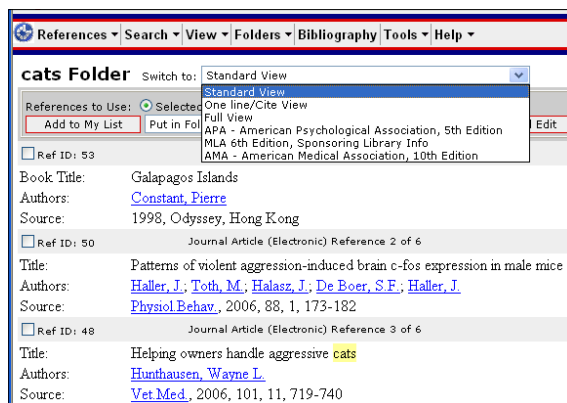
Options we recommend include:

- **References per page:** the default is 25, and you may increase this to 50 or more. This just means that you will have up to that many references on one page without having to go to the next page.
- **Output styles choices for reference view:** choose the citations styles you are most likely to use (APA, MLA, etc.). This allows you to view your references and see how they will look in this style. You may select up to 3 styles. Click **Save** when you are finished.



F. Switch to... views

From a reference list, use the downward arrow near **Switch to:** to change to view. The three output style options are the ones you chose (*above, in E*) when you **Customized** and selected output styles.



G. Creating Bibliographies

Creating a Bibliography From a List of References

- Select **Bibliography** from the toolbar.
- Select the **output style/citation style** you will use (e.g., APA or MLA, etc.).
- Select the button **Format a Bibliography from a List of References**.
- Select the **File type to Create** (HTML, Word, or text file).
- Select where the references should be taken from; if from a folder, select that folder from the dropdown menu.
- Press the **Create Bibliography** button and your bibliography will be created.
- Click **Download it** to view your reference list. You may save this list, or copy and paste it into your document. If the list doesn't open, you can email it to yourself and open it there.

Note!!! Be sure to look over the list for accuracy, especially punctuation, spacing and capitalization. These errors are common.

(Learn more about Creating Bibliographies in the following section)

H. Citing within the text of a paper

RefWorks provides several tools that can be used to format papers, including inserting citations into the text of papers. A handout containing *more detailed instructions* is available on the Library's RefWorks Web page.

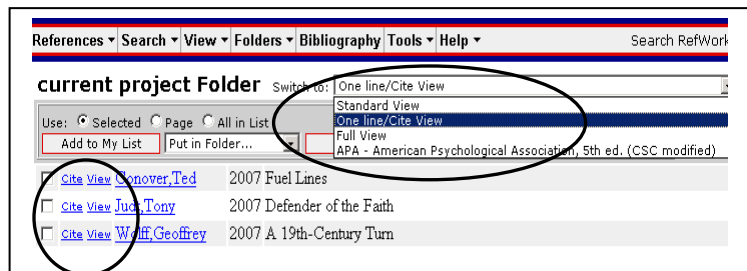
Write-N-Cite

1. First, you must download the software to your computer (many computers on campus already have this – check the desktop for the icon). In RefWorks, select **Tools** → **Write-N-Cite** and follow the instructions for downloading to either Windows or Mac operating systems. Check the box that allows you to work off-line. The Write-N-Cite icon will appear on your desktop and programs list.
2. Open a **Word** document, either blank or containing a paper in progress.
3. Launch **Write-N-Cite**. We recommend that you click the box to keep Write-N-Cite **Always on Top** of your Word document, since you will refer to it often.
4. In Write-N-Cite, open the **folder** containing the references you will use in your paper.
5. As you write your paper, place the cursor where you want a citation and click **Cite** in Write-N-Cite. A placeholder in double curly brackets appears. For example: {{Smith s/2006}}
6. When you finish writing, **save** your paper and close Word. Use the **Bibliography** button to format your paper and create a reference list. A new document with **Final-** in the title will be created.

One Line/Cite View

This is an option if you are not able to download Write-N-Cite.

1. Open the folder containing the references you will use.
2. After **Switch to:** select **One Line/Cite View**
3. Open your paper in Word or begin to write your document.
4. With your cursor where you want the citation, return to RefWorks and click the **Cite** link near the appropriate reference. A window will open with the reference. Click **Copy**.
5. Returning to Word, click **Paste** (or **Control+V**) to insert the citation. **Clear** the Citation Viewer window before creating another citation.
6. When you have finished, **save** your paper.
7. To format the paper and create a bibliography, click the **Bibliography** button from the RefWorks menu.
8. Select an output style, then select the button for **Format Paper and Bibliography**.
9. After **Document to Format**, click **Browse** to navigate to the paper you have saved.
10. Click the button **Create Bibliography**.



I. Other RefWorks features

RefShare

RefShare allows RefWorks users to share a database or folder with others, either within or outside of the St. Kate's community. Please refer to the guide on the Library's RefWorks page.

Adding citations for Web sites to RefWorks

Who hasn't struggled to make citations for Web sites??? RefWorks has a few ways to do this.

- ***RefGrab-It***

RefGrab-It works with your browser to capture certain bibliographic data from Web sites to import and create citations in RefWorks.

1. From the RefWorks menu, select **Tools → RefGrab-It**.
2. Add RefGrab-It to your **Favorites/Bookmarks** list, according to the instructions given.
3. **To use RefGrab-It, bring up a Web page you wish to add to your RefWorks account.** From your **Favorites/Bookmark** list, click on **RefGrab-It**.
4. A temporary RefWorks window will open. If you want this data, click **Import**. If you are not already logged into RefWorks, you will be prompted to do this.

- ***Add a manual reference***

Another way to add a citation for a Web page is to create a manual citation.

1. From the RefWorks menu, select **References → Add New Reference**
2. Select the output style you will use (e.g., APA or MLA, etc)
3. For **Ref Type**, select **Web page** and for **Source Type**, select **Electronic**.
4. Copy and paste information from the Web page into the form, completing as many of the spaces with the **green checks** as possible (not all of the info may be provided). **Save** your new reference.

Add an RSS Feed to your account

RefWorks allows you to add links to RSS feeds to your account, both from the Web and from PubMed. Add and activate RSS feeds in RefWorks by going to **Search → RSS Feeds**. For instructions on adding and using RSS feeds, see the Library's RefWorks Web page.

J. Getting Help

- ✓ Use the **Help** button from the menu bar for help screens provided by RefWorks.
- ✓ Take a RefWorks online tutorial! Available: <http://www.refworks.com/tutorial/>
- ✓ Contact the Library reference desk. By phone: 651-690-6652, by email (refworks@stkate.edu) or via chat. See the Libraries' Web page for more info: <http://library.stkate.edu/refworks>



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