

# RefWorks

**To Connect to RefWorks:** from the Library home page, click on the “alphabetical list of all e resources.” Then, click on “R” and select “**RefWorks Bibliographic Citation Manager.**”

## What is RefWorks?

A web-based bibliography and database manager

## How Can RefWorks Help You?

It simplifies the process of documenting sources in papers

- Organizes your research
- Includes citations while you write your paper
- Builds a bibliography in a variety of formats (including journal publication formats)
- Creates bibliographies in different document formats (ex. Word, HTML, etc.)
- Allows you to import references from different sources (text files or online databases)

## Logging Into RefWorks

*From a computer on campus:*

- First time users must create an account
- Click on “**sign up for an individual account**”
- Must answer all fields (name, login, password, email, etc.) and click “**register.**”
- You will receive an email confirmation but you can continue using RefWorks in the meantime

*From a computer off campus:*

- Verify your borrower status with your Last Name and Student ID#
- Click on “**Login using your Group Code**” and then enter your group code:  
**RWSimmonsC**
- Click on “**Go To Login**”
- Type in your **login name** and **password**

## Getting Started: Creating Folders (i.e. creating a personalized database)

- Point to the “**Folders**” menu at the top
- Click on “**Create New Folder**”
- Type in the name of your new folder
- Click “**OK**”
- You will see: “**successfully created the folder “x”**”
- Click “**OK**”
- Verify the new folder was created by pointing to the “**Folders**” menu and then pointing to “**View**”

**Note:** You have 2 default folders: “**Last Imported**” and “**References Not In a Folder**”

### Renaming Folders

- Point to “**Folders**” and click “**Organize Folders**”
- Click “**Rename**”
- In the **New Folder Name** box, type the new name
- Click “**OK**”

**Entering Records into Your RefWorks Database** – you have 3 options

- Manually
- Direct Export
- Importing from a Saved File

### Viewing References

- a. *View All References*
  - Point to the “**View**” menu and click “**All References**”
- b. *Navigate Between Folders*
  - Point to the “**View**” menu and select the “**Folder**” button and then select the folder you want to view
- c. *Viewing References Not In Any Folder* – you can have references that are not placed in any folder
  - Point to “**Folders**” and click “**Organize Folders**”
  - Click the “**# reference are not in the folder**” link – it would be to the right of the message, “**you have # of references in your database.**” If you do not see this link, all of you references are in folders

**Searching RefWorks Database** – 3 different ways to search for references

- **Search RefWorks (top, right-hand corner)** – searches all the fields, including the abstract; all search terms will be connected by the Boolean Operator “OR”
- **Advanced Search** – Search by fields (author, title, periodical, descriptor, abstract, publication year, volume, Ref ID, or Anywhere) and folders or set of records; results appear with the search term highlighted
- Look Up By Author, Descriptor, or Periodical