

# Course Reserve and RefWorks @ UIC

## About RefWorks

RefWorks is a Web-based bibliography and database manager that allows you to create your own personal bibliographic database by importing references from text files or online databases. You can use these references in writing papers and automatically format the paper and the bibliography in seconds.

## Using RefWorks

You must be connected to the internet to use RefWorks. You may set up a personal RefWorks account or access your existing account.

From on-campus: <https://www.refworks.com/Refworks/login.asp?WNCLang=false>

From off-campus: [http://tiger.uic.edu/depts/lib/restricted/refworks\\_offcampus.html](http://tiger.uic.edu/depts/lib/restricted/refworks_offcampus.html)

*To create a new account*, visit <https://www.refworks.com/Refworks/newuser.asp> Enter your name, then select a login name and password. You must also enter a valid e-mail address. Select user type. E.g., faculty, student, etc., and area of focus. Click “Register” to create your RefWorks account.

**New User Information for University of Illinois at Chicago**  
(All fields are required)

Your Name: Jane Addams  
Login Name: jaddams  
Password: ●●●●●●  
Re-enter Password: ●●●●●●  
E-Mail Address: jaddams@uic.edu

Type of User: Faculty Member  
Area of Focus: Social Sciences

[Back to RefWorks Login](#)

**Register**

**Welcome to RefWorks**  
Your Online Personal Database and Bibliography Creator

With RefWorks you can:

- create your own personal database
- import references from your institution's databases
- automatically format your papers and bibliographies in seconds

Get started now with four easy steps:

1. Enter your subscriber information.
2. Create a database by automatically importing data from online services or by typing references in manually.
3. Create a paper in your word processor inserting reference ID numbers in the locations you want to cite references. Save and close the file.
4. From RefWorks click on Bibliography and select the paper you just saved and the output style in which you want it created. Click on Create Bibliography and save the document to disk.

That's it...your paper is formatted correctly and the bibliography automatically created.

Once your account is created, you will see a Congratulations screen and additional instructions. Please record your username and password in a safe place. Quick tips for using RefWorks are listed below. The [RefWorks online tutorial](http://www.refworks.com/tutorial) is available at <http://www.refworks.com/tutorial>

## Creating your RefWorks Database

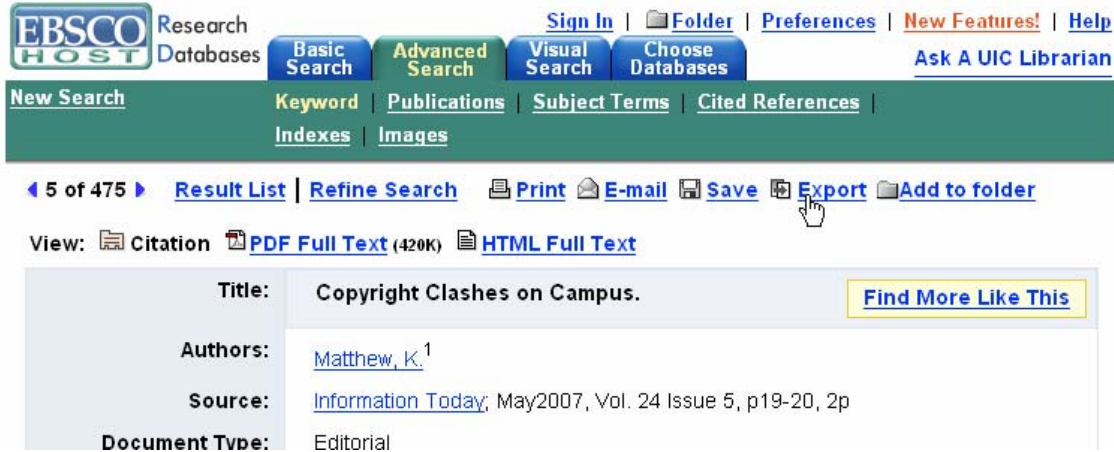
Many users save citations for future use and organize them into folders for easy access. There are a number of ways to create your RefWorks Database: importing data from a saved text file; importing data directly from an online database service; using the RefGrabIt tool to extract citation from a webpage; manually typing in the data. You can also create your reserve list using citations in your RefWorks database.

## Save and Import as a text file

Some UIC databases require you save your reference to a file before you import it into RefWorks. Detailed instructions for importing text files are available at the UIC Library RefWorks Information page: <http://www.uic.edu/depts/lib/resources/refworks/> Click “quick start guide” for detailed instructions save and import text files.

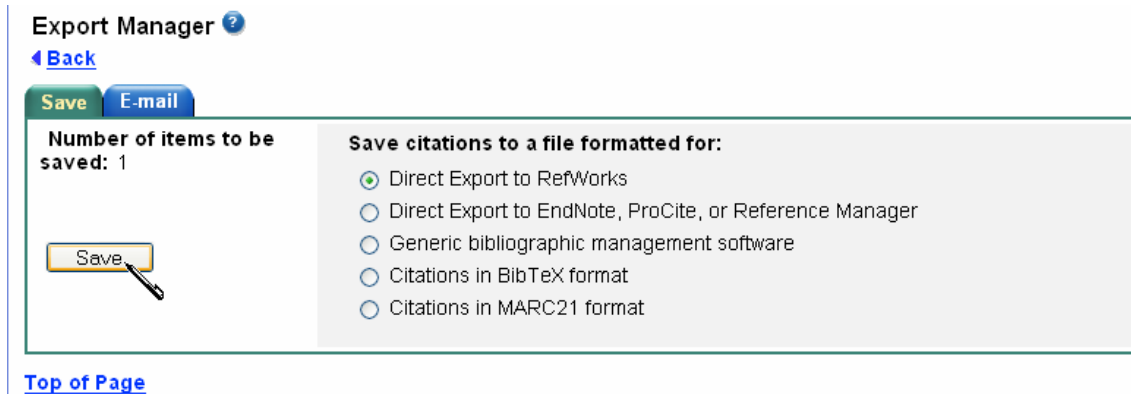
## Importing data directly from an online database service (EBSCO Sample)

Locate the document you wish to use within the online database. Click “Export” to add the citation to your RefWorks Database.



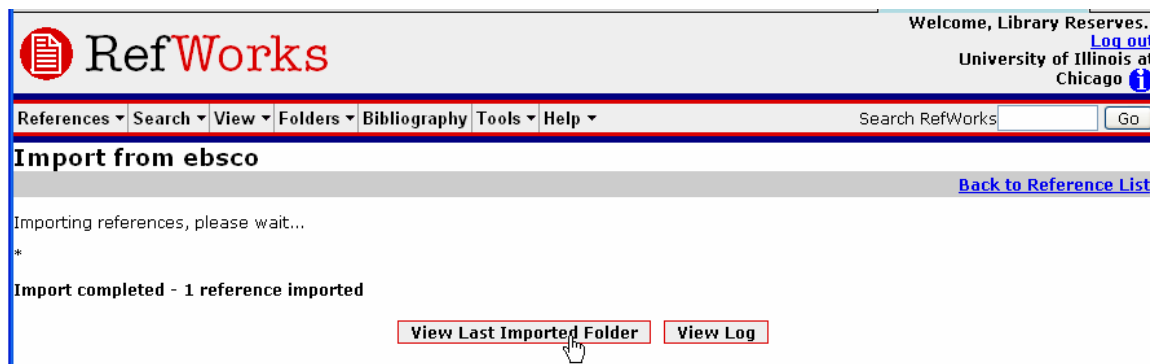
The screenshot shows the EBSCO Host search interface. At the top, there are navigation links for "Sign In", "Folder", "Preferences", "New Features!", and "Help". Below these are search options: "Basic Search", "Advanced Search", "Visual Search", and "Choose Databases". A "New Search" section includes "Keyword", "Publications", "Subject Terms", "Cited References", "Indexes", and "Images". A navigation bar shows "5 of 475" results and options for "Result List", "Refine Search", "Print", "E-mail", "Save", "Export", and "Add to folder". Below this, there are view options: "Citation", "PDF Full Text (420K)", and "HTML Full Text". The main content area displays a citation for "Copyright Clashes on Campus" by Matthew K., from Information Today, May 2007, Vol. 24 Issue 5, p19-20, 2p. A "Find More Like This" button is visible next to the title.

Select “Direct Export to RefWorks” and click “Save” to add citation to your RefWorks Database.



The screenshot shows the "Export Manager" dialog box in RefWorks. It has a "Back" link and two buttons: "Save" and "E-mail". The "Number of items to be saved" is 1. A "Save" button is highlighted with a mouse cursor. The "Save citations to a file formatted for:" section has several radio button options: "Direct Export to RefWorks" (selected), "Direct Export to EndNote, ProCite, or Reference Manager", "Generic bibliographic management software", "Citations in BibTeX format", and "Citations in MARC21 format". A "Top of Page" link is at the bottom.

A new window appears to indicate that your citation has been successfully loaded to your RefWorks account.



The screenshot shows the "Import from ebsco" confirmation screen in RefWorks. The top navigation bar includes "References", "Search", "View", "Folders", "Bibliography", "Tools", and "Help". A search bar is present. The main content area says "Importing references, please wait..." followed by "Import completed - 1 reference imported". There are two buttons: "View Last Imported Folder" and "View Log". A "Back to Reference List" link is also visible.

Instructions for exporting citations from other online databases are available at:  
[http://www.refworks.com/Refworks/help/Refworks.htm#Import\\_File\\_Requirements.htm](http://www.refworks.com/Refworks/help/Refworks.htm#Import_File_Requirements.htm)

## **Capturing Web Page Data With RefGrab-It**

**RefGrab-It** works with your browser to *capture bibliographic information from web pages* giving you the option to import that data into your RefWorks account.

Here's how it works -- after you install **RefGrab-It** in your browser, you can click on the icon in your browser toolbar or favorites list while browsing and RefWorks will identify the Title and the URL of your current webpage and give you the option to import it into your RefWorks account. If an **ISBN number, PubMed ID** or **DOI** exists on the web page, **RefGrab-It** will automatically search various web resources (behind the scenes) to get supplemental information that may be of interest to you that you can also import. RefWorks may even locate **RSS feeds** related to that web page that you can invoke and import information from.

When you use **RefGrab-It** on a web page, it automatically opens a "temporary results page" in a new window. You can view the information and additional resources first, then decide if you want to import the data. To download and install the RefGrab-It feature, visit the RefWorks tutorial page: <http://www.refworks.com/Refworks/BookMarklet.asp>

**Windows Users:** RefGrab-It is compatible with Internet Explorer and Mozilla Firefox, but not compatible with Netscape.

**Mac Users:** RefGrab-It is compatible with Mozilla Firefox and Netscape.

## **Using RefGrab-It**

*Note: You may need to temporarily disable any pop-up blockers to access RefGrab-It results.*

1. When you are on a web page you want to grab information from, just click on the **RefGrab-It button** in your toolbar or bookmark list (or IE users can select Favorites, Links, RefGrab-It if you do not have the RefGrab-It button in your toolbar).
2. You will be brought to the RefWorks temporary results page where the data will be displayed. This page shows you:
  1. A link back to the web page where the information came from
  2. basic information gathered from that web page
  3. supplemental information that RefGrab-it has found related to the data you are capturing
2. If you want to add the web page information RefGrab-It has found to your RefWorks account, click on the import button.

*Note: You may see a link that says "A more complete version of this reference may be available. Show me this reference ". Click on the link to view the information. Click the import button if you want this information added to your RefWorks account.*

3. You may also have an **Other Info** tab on your temporary results page. This tab displays links to additional information that may include:
  - Books (ISBNs included on the web page you selected)
  - Articles (Additional information found from PMIDs on the web page)
  - Digital Objects (Includes information found based upon DOI (Digital Object Identifiers) on the web page)
  - RSS Feeds (Lists all feeds on this page (some of which may not relate to the information you are viewing)).

Select any of the additional information you wish to view by clicking on the appropriate link. You will have the option to import any of the other information RefGrab-It locates. RSS Feeds you wish to keep will need to be copied and added from within your RefWorks account.

4. If you are not logged in to your account, you will be prompted to log-in. Otherwise, your records will appear in the **Last Imported folder**.

## **Adding References Manually**

To manually add a new reference:

- Access your RefWorks account and click on the **Reference** menu.
- Select **Add New Reference**.
- Enter information in the boxes provided and click Save when finished.

## **Organizing Folders**

To manage your folders, click on the Folders menu and select Organize Folders. The Organize Folders window appears in the main view area. The Organize Folder window displays the number of references in each folder and the total number of references in the database. From here you can create a new folder, rename a folder, delete a folder, and clear the contents of a folder.

### **Creating a New Folder**

- Click **Create New Folder**.
- Type the folder name.
- Click **OK**.

The new folder appears in all of the folder lists throughout the program.

### **Renaming a Folder**

- Click **Rename**.
- In the **New Folder Name** box, type the new name.
- Click **OK**.

### **Deleting a Folder**

- Click **Delete**.
- When the Confirmation Message box appears, click **OK**.

Although the folder is deleted the references contained in the folder remain in the database and still appear in any other folder in which they were placed.

### **Emptying a Folder**

- Click **Clear Folder**.
- When the Confirmation Message box appears, click **OK**.

The folder is emptied, and the references remain in the database.

### Adding References to Folders

You can add or remove a reference from a folder one at a time from the Edit link, from the View link or when you manually add a new reference.

You can add groups of references to folders from any of the view options - View All References, View by Folder, View Duplicates (Exact or Close), and Search Results View.

#### **To add references to a folder:**

- Select the references you want to add using one of the following methods:
  - Click the box next to **Ref ID** to select a specific reference or references. These selections are *not* saved when you go to the next page. So be sure to add the references to a folder *before* moving to another page.
  - Under the **Use** option, select **Page** selection to perform the edit on the entire page (a full page is 25 references).
  - Under the **Use** option, select **All in List** to select the entire list of references.
- From the **Put in folder list**, select the target folder. The references are added to the target folder.

#### **To remove a reference from a folder:**

- Open the folder.
- Select one or more references (as described above).
- Click **Remove From Folder**.

**Last Imported Folder** contains the references from your most recent import. These references are automatically replaced the next time you import reference.

*Note: To organize references after an import, be sure to move them into a folder before doing another import.*

### Create a course reserve list using RefWorks

In RefWorks you can create a bibliography or reserve list from a list of references, without creating a document. This reference list may contain your entire database, or you can select a specific folder from which to create the bibliography.

#### Formatting a Bibliography from a List of References

In the Bibliography area of RefWorks you can generate a reference list in your desired style, using all the references in a particular folder. You can use this to preview your finished list of references, or simply generate a list to copy and paste into your document.

*Note:* RefWorks will store the last 10 output styles you have used to generate a reference list or bibliography at the top of the output-style drop-down for easy access.

## To create a bibliography from a specific folder or the entire database:

- Click the **Bibliography** menu.
- Under **Output Style**, select the appropriate style.
- Click **Format a Bibliography from a List of References**.
- Under **File Type**, select the file format you wish to create (Text, HTML, RTF (Rich Text), Word for Windows (2000 or later, or Word for Mac (98 or later) or OpenOffice (.odt).
- Under Include, select **All References**, **My List** or **References from <folder name>**
- Click **Create Bibliography**.
- Follow your browser's instructions for viewing the file and be sure to save the document to your hard disk before closing.

*Note: When generating a Reference List from the Bibliography area, the final output is sorted based on the output style you have chosen. If the output style is based on the order cited in a document, since there is no document, it defaults to alphabetical by first author.*

*Email it: Once the bibliography is created, you may e-mail the list as an attachment to your UIC Library site:*

**Richard J. Daley Library**  
[LIB-RES@uic.edu](mailto:LIB-RES@uic.edu) or 312.996.2719

**Library of the Health Sciences – Peoria**  
[LIB-LHSP@uic.edu](mailto:LIB-LHSP@uic.edu) or 309.671-8490

**Science Library**  
[LIB-SCI@uic.edu](mailto:LIB-SCI@uic.edu) or 312.996.5396

**Library of the Health Sciences –  
Rockford**  
[LIB-LHSR@uic.edu](mailto:LIB-LHSR@uic.edu) or 815.395.5650

**Library of the Health Sciences – Chicago**  
[LIB-LHSC-RES@uic.edu](mailto:LIB-LHSC-RES@uic.edu) or 312.996.8966

**Library of the Health Sciences – Urbana**  
[LIB-LHSU@uic.edu](mailto:LIB-LHSU@uic.edu) or 217.333.893

**Library staff will create your course reserve account and website and send confirmation via e-mail. You must provide the following information to place materials on print or electronic reserve:**

- Course name and number, e.g., SocW 420, Social Welfare Policy & Services
- Instructor(s) name and the names of teaching assistants who will need access the page
- E-mail addresses of the instructor(s) and teaching assistants
- Course term and year, e.g., fall 2007
- Number of students registered for the course

## **Additional information about RefWorks**

RefWorks Frequently asked questions: [http://www.refworks.com/content/path\\_learn/faqs.asp](http://www.refworks.com/content/path_learn/faqs.asp)

RefWorks Help: <http://www.uic.edu/depts/lib/resources/refworks/refworkshelp.shtml>

If you encounter problems trying importing citations from a specific database, contact the UIC Library [Ask-A-Librarian](mailto:Ask-A-Librarian) service for assistance: <http://www.uic.edu/depts/lib/digital/emailform.shtml>

*PMH: 7/07*