

TABLE OF CONTENTS	<i>Pages</i>
About RefWorks	1
Getting Started: Off-Campus Access, Creating an Account, Working with Folders, Viewing and Editing References, Sharing your RefWorks Database, RefShare	2
Adding References to Your Database	5
Manually Entering References	5
Cochrane Library	6
CSA Illumina (Criminal Justice Abstracts, ERIC, LLBA, MLA International Bibliography, PAIS, Physical Education Index, PsycInfo, Social Services Abstracts, Sociological Abstracts, WorldWide Political Science Abstracts)	6
EBSCOHost (Academic Search Premier, Business Source Elite, CINAHL, ERIC, Health Source Nursing, AltHeath Watch, Communication and Mass Media Complete, Newspaper Source)	7
EMBASE	8
FirstSearch (OCLC) (ABI Inform, CWI, ECO, EconLit, EducationAbs, GenSciAbs, GPO, HumanitiesAbs, LibraryLit, PerAbs, Proceedings, Social Sci Abs, WorldCat)	8
Google Scholar	9
ISI Web of Knowledge (Web of Science, Current Contents, Biological Abstracts)	9
Ovid (ERIC, EBM Reviews, HaPI, IPA, MEDLINE)	10
Proquest (Digital Dissertations, Ethnic Newswatch, GenderWatch, Historical Newspapers)	11
PubMed	11
Ref Grab-It - Importing Citations for Internet Pages & PubMed	12
SciFinder Scholar	12
UICCAT and I-SHARE	13
Attachments	13
Generating a Bibliography from RefWorks	14
Inserting In-Text Citations and Formatting a Paper and Bibliography using “Write-N-Cite”	14
RefWorks for Alumni	15
Backup & Restore RefWorks Account	16
RefMobile	16

ABOUT REFWORKS

RefWorks is an online citation management software product licensed by the University Library and freely available to UIC faculty, staff, and students. Since RefWorks is web-based, it can be accessed from any computer with Internet access (once you have signed up for an individual account).

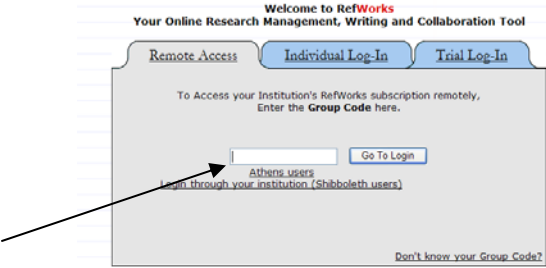
UIC Library’s RefWorks pages

<http://library.uic.edu/home/services/build-bibliographies-with-refworks>

Off-Campus Access

When accessing RefWorks from off-campus, you will need to enter the UIC group code:

- Enter the URL listed above and click “Off-Campus Access”
- After entering your UIC Net ID and password, you will be given the **group code** needed to use RefWorks off-campus.

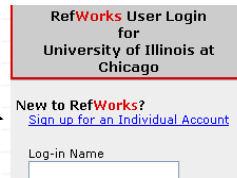


GETTING STARTED

Creating a RefWorks Account

Before you can use RefWorks, you will need to create a log-in name and password:

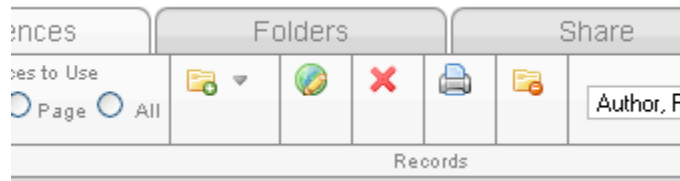
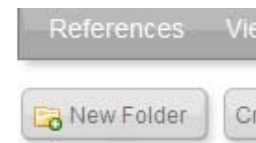
- Open up RefWorks from the link on the previous page, and click on **Sign up for Individual Account:**



Enter your name, a login name (your NetID is one suggestion), a password (different from your UIC NetID password) and your UIC email address (this must be a UIC email address that ends in **@uic.edu**). Click on Register to complete the process.

Working with Folders

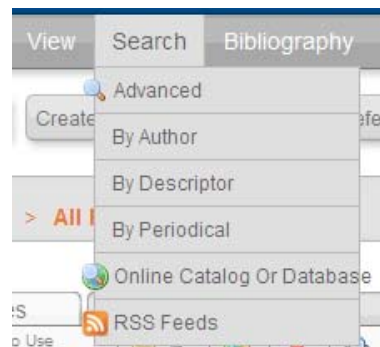
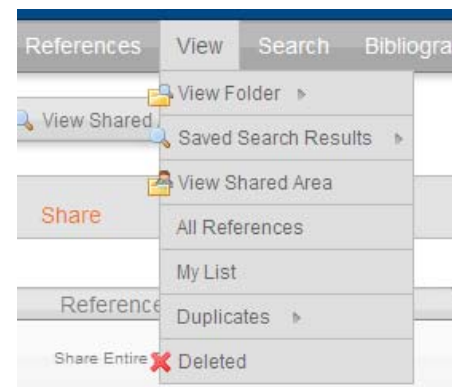
- Within your RefWorks database you can organize your citations in folders. You can create a new folder for each topic that you may be researching. This allows you to better organize your citations.
- Create new folders by clicking the New Folder button at the top of the home page. Organize, and view folders from the RefWorks **Folders** tab.



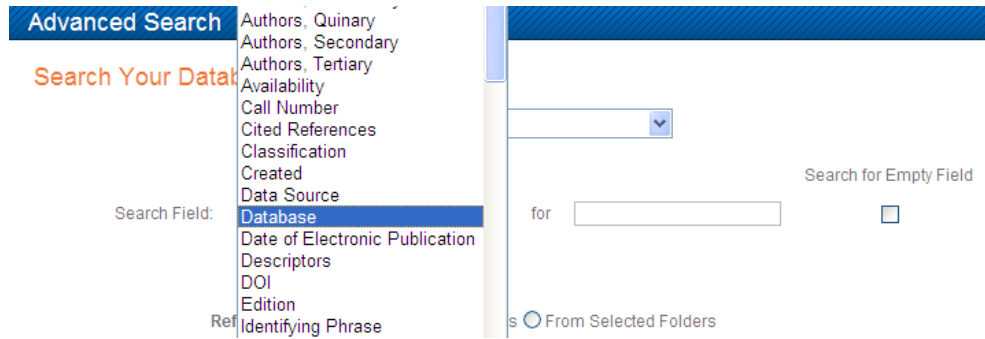
- Folders you have created can also be accessed through the **View** menu option.

Viewing/ Editing/ Searching References

- Use the **View** menu at the top of the screen to see your References. You can view references in a particular **Folder**, view **All References**, or view **Duplicates**. You can also view **Deleted References** or **Saved Search Results** from previous searches of your references.
- To Search for references, use the **Search** menu:



- The **Advanced Search** option allows you to search multiple fields:

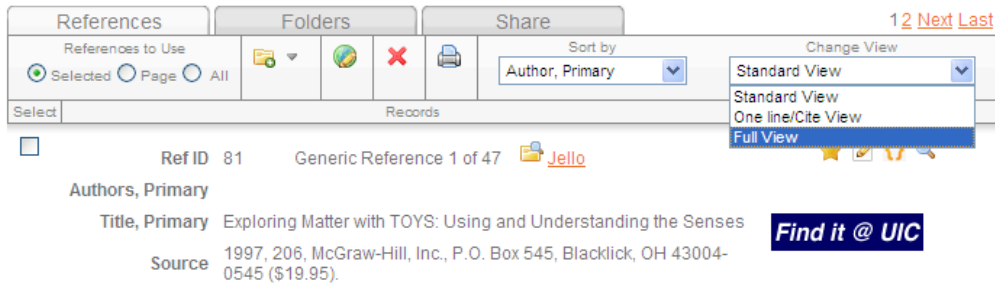


- The **Lookup by Author**, **Lookup by Descriptor**, and **Lookup by Periodical** Options each display an index, from which you can click on an entry to view all citations with a particular author/descriptor/periodical.

[Ballagh,A] - [Grubb,Francine] Ne

Author	Number of Records	Edit	Delete	Author	Number of Records	Edit	Delete
Ballagh,A	2			Conniff,Richard	1		
Ballard,Keith	1			Cox,K.R.	2		
Bendersky,Gordon	1			Davies,C.	2		

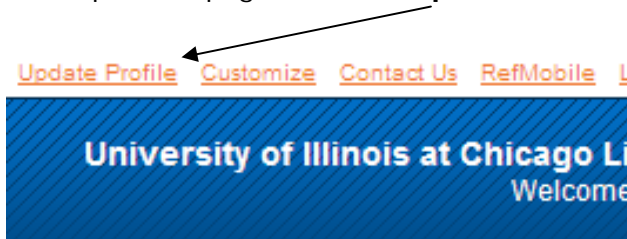
- When viewing a list of references, you will initially see only the basic citation information (i.e. author, title, journal). To see the complete reference (including abstract, notes, etc.), select on **Full View** from the **Change View** drop down menu at the top of the citations.



- You can make changes to a reference by clicking on the **Pencil and Paper** icon to the right of each individual citation. Make changes to the citation information, enter additional descriptors, or add personal notations.
- To see if the UIC Library holdings include a particular book/journal/etc. in your database, click on the **Find it @ UIC** icon next to that citation.

Sharing your RefWorks Database

- **Create a Read-Only Password:**
 - At the top of the page, click the **Update Profile** link.



*Area of Focus: Humanities

Read-only Password: ●●●●●●

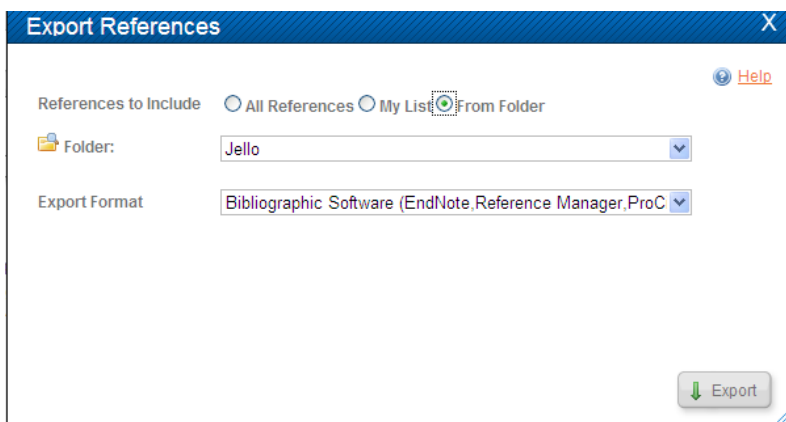
To provide read-only access, enter a password.

- o Enter a **Read-only password**.
- o Click on **Save Profile**.
- o Colleagues or students can now access your account using your login name and read-only password to view your database, but not make changes.

Create a RefWorks Account for Your Lab or Department:

Follow the instructions above to create a new account. One individual should serve as the database owner, although all group members may access the database. Import/Export references to another RefWorks database or other citation management Software:

To **Export** citations from RefWorks:



- o Under the Reference Menu, select **Export**.
- o Select to include either All References, References from "My List," (starred references) or References from one of your folders.
- o Select an **Export Format (RefWorks Tagged Format** to move references to a RefWorks database, or **Bibliographic Software** for EndNote/Reference Manager).
- o Click on **Export to Text File** and save the file (disk or computer).

To **Import** citations into RefWorks:

- Under the **References** menu, select **Import**.
- For the Import Filter/Data Source, choose the correct format of the citations you are importing (most likely **RefWorks Tagged Format** for citations from a RefWorks database, or **RIS Format** for citations from Endnote or Reference Manager).
- Under **From Text File**, click on **Browse** to locate the file with your saved citations.
- You may also specify a specific folder into which you will import the citations.
- Click on **Import**.

Import From [Help](#)

From Text File

Import Filter/Data Source: RefWorks Tagged Format

Database: Tagged Format

Select Text File: [Browse...](#)

Encoding: ANSI - Latin I

Specify encoding only if you specifically set the encoding when saving the text file. Otherwise leave it as is.

From Text

From EndNote Database

Import To

Import Into Folder: Specify Folder (optional)

Note that references are also put in the Last Imported folder.

Note that you can also import citations from copy and pasted text, or from an Endnote Database.

RefShare

RefShare allows users to share their RefWorks folders.

To use RefShare:

- Select the **Share Tab**.
- Choose the folder you want to share by clicking the **Share Folder** icon.
- Decide on the specific options that you want for the RefShare Folder.
- Click on the **Save** button.
- Copy the URL provided for the shared folder and bookmark it or paste it somewhere for future reference. You can also return to the shared tab and click the E-mail URL icon to email the link to yourself.

Shared Folder Options

Shared Folder Jello Help

The data you are about to share may be copyright protected or subject to data provider restrictions. Users should check with the appropriate database provider(s) to ensure compliance with any restrictions such provider(s) may impose upon downloading or sharing of the information.

URL <http://www.refworks.com/refshare?site=021561135918800000/RWWEB10520136/Jello>

Title
Title as it will appear in RefShare

Information

Reference Sharing Include in University of Illinois at Chicago Library's shared area

Options Allow Export Maximum Number of References
 Allow Print Maximum Number of References

You may also include your folder in the **Shared Area in RefWorks**. This is where you can view other people's folders if they choose to share them with others. If you include your folder in this shared area, click on **Include in University of Illinois at Chicago Library's shared area** then select the category which best describes your department or subject area. To view the Shared Area in RefWorks, click on **View** then select **View Shared Area**. Another window or tab should open on your computer so you can view the Shared Area.

ADDING REFERENCES TO YOUR DATABASE

There are three ways to put references into your RefWorks database:

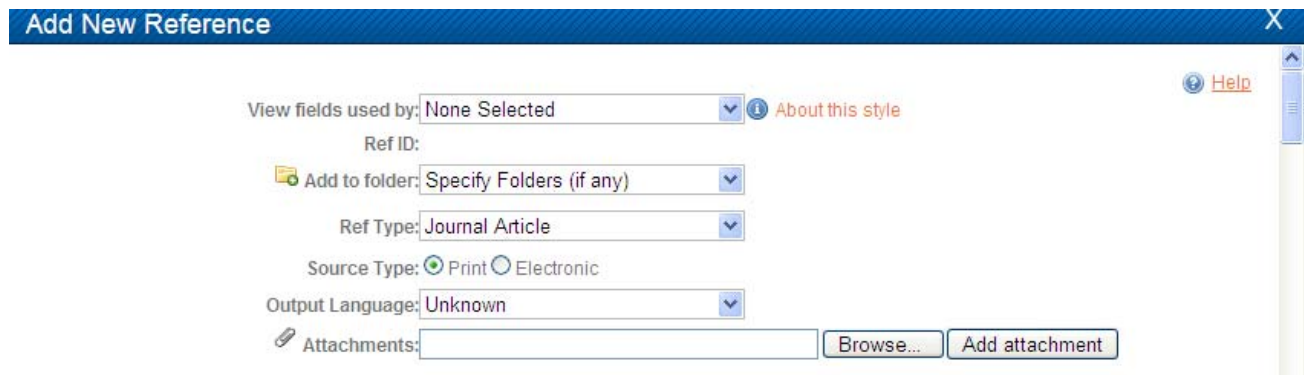
- **Auto Export**, also called **Direct Export** (some UIC databases allow you to auto-export).
- Save and **Import** from a text file (some UIC databases require you to save your references to a file before you can import them into RefWorks)
- **Manual Entry** - type in each element of a new reference

Manually Entering References

This is the method of reference entry that is the most tedious and prone to error. You may want to consider searching for specific references in a database so that you can either Direct Export or

Import the data instead of manually creating new entries within RefWorks.

- Click the **+New Reference** button at the top of the page.
- Alternatively, go to the **References** menu at the top of the screen and select **Add New**.
- Different citation styles may require different information. Next to **View Fields Used By**, select the journal or citation style that you use most frequently.
- Choose the **Reference type** you will be entering (journal article, book, book chapter, etc.). This is important, as it will also determine what fields are shown.
- Complete as many fields as you are able to (or need to).
- When you are done, click on **Save & Add New** button at the bottom of the window.



Importing Citations from Cochrane Library

- Search the Cochrane database.
- Once you have selected the desired citations, click **Export Selected Citations**.
- Select the **Export Type**.
- Select the **File Type** that is appropriate for your computer.
- Save the file to your computer.

In RefWorks:

- Select **Import** in the References menu.
- In the form that appears, select the following:
 - **Import Filter/Data Source:** Select **Cochrane Library** from the pull-down menu
 - **Database:** Select **Wiley Interscience**
 - **Import Into Folder:** Select the folder in which you wish the references to reside
 - **Select Text File:** Click **Browse** to select the location and file name of the citations you wish to import.
- Click **Import**. The status of your imported results will appear.

Direct Exporting Citations from Cambridge Scientific Abstracts (CSA)

(ARTbibliographies Modern, Conference Papers Abs, Criminology, GeoRef, Linguistics and Language Behavior Abs, MLA Bibliography International, Physical Ed Index, Social Services Abs, Worldwide Political Sci Abs etc.)

Exporting from CSA:

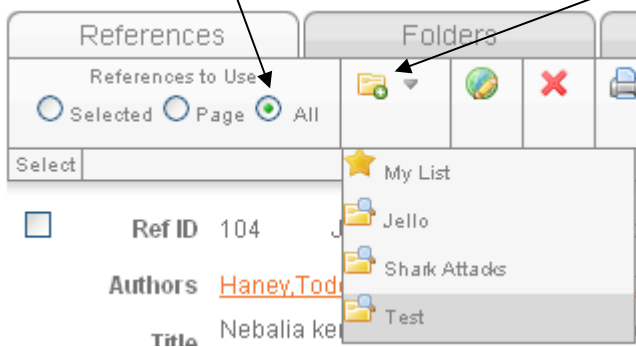
- Search the CSA database
- Once you have selected the desired citations, click on **Save/print/email records**.
- You will be taken to a new screen, where you should click on the **RefWorks** button (found at the top of the page).
- On the page that opens, click **Export to Refworks**.

In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button either at the bottom of the newly opened window, or through the **View Folder** sub-menu within the **View** menu.
- Select the dial next to **All**, click on the folder icon pull-down menu, and select the folder in which you wish the imported reference to be placed.



Direct Exporting Citations from EBSCOhost

(Academic Search Premier, Business Sources Elite, CINAHL, ERIC, Health Source Nursing, AltHeath Watch, Communication and Mass Media Complete, Newspaper Source etc.)

Downloading from EBSCO:

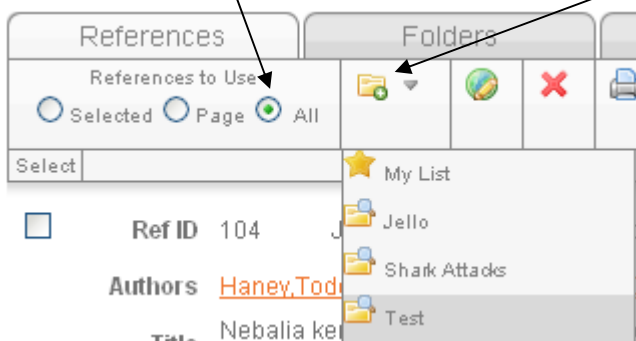
- Search the EBSCO Database.
- Select the citations you wish to import by clicking on **Add** next to the citations you want. Near the top right corner of the screen, a folder icon labeled **Folder has items** should appear. Click on this icon.
- In the box that appears displaying selected citations, click on **Export**.
- An **Export Manger** box will appear.
 - Select the Dial next to **“Direct Export to RefWorks”** and click **Save**.

In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button either at the bottom of the newly opened window, or through the **View Folder** sub-menu within the **View** menu.
- Select the dial next to **All**, click on the folder icon pull-down menu, and select the folder in which you wish the imported reference to be placed.



Direct Exporting Citations from EMBASE

Exporting from EMBASE:

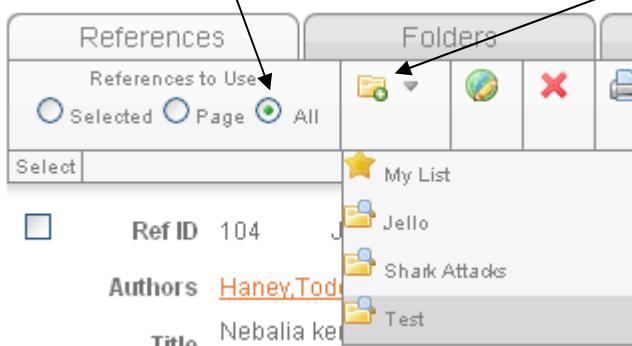
- Search EMBASE
- Once you have selected the citations you wish to import, select the Export option which is available above the results of your search.
- A box will open on your screen. Select **RefWorks Direct Export**.
- Click on the **Export** button.

In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button either at the bottom of the newly opened window, or through the **View Folder** sub-menu within the **View** menu.
- Select the dial next to **All**, click on the folder icon pull-down menu, and select the folder in which you wish the imported reference to be placed.



Direct Exporting Citations from FirstSearch (OCLC)

(ABI Inform, CWI, ECO, EconLit, EducationAbs, GenSciAbs, GPO, HumanitiesAbs, LibraryLit, PerAbs, Proceedings, Social Sci Abs, WorldCat etc.)

Exporting from FirstSearch:

- Search the FirstSearch Database.
- Once you have selected the citations you wish to import, click on the **Export** icon found at both the top and bottom of the screen.
- Next to **Export**, select either **All Records on the page**, or **Marked Records from this search**.
- Next to **Export to**, select **RefWorks**.
- Next, click on **Export**.

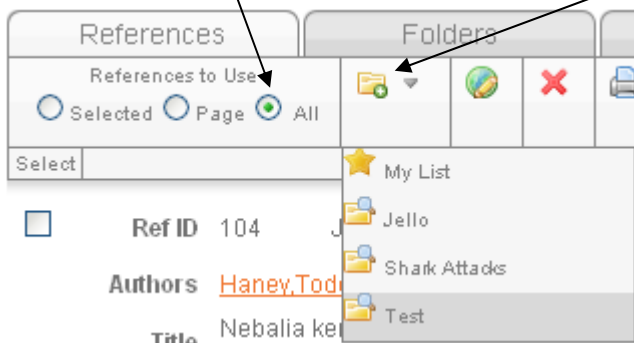
In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button either at the bottom of the newly opened window, or through the **View Folder** sub-menu within the **View** menu.

- Select the dial next to **All**, click on the folder icon pull-down menu, and select the folder in which you wish the imported reference to be placed.



Direct Exporting from Google Scholar:

In order to turn on the feature that will allow you to export directly into RefWorks:

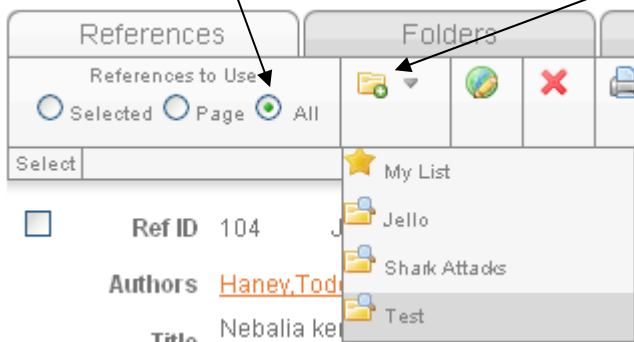
- Next to the Search Button in Google Scholar, click on the "Scholar Preferences" link
- Go Down to Bibliographic Manager and click the dial button before "show links to import citations into" and from the pull-down menu, select "RefWorks"
- Click on "Save Preferences"
- For each individual citation you want exported into RefWorks, click on **Import into RefWorks** found beneath the search results

In RefWorks:

Each citation will have been automatically imported into RefWorks. The status of your imported results will appear. All new citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button either at the bottom of the newly opened window, or through the **View Folder** sub-menu within the **View** menu.
- Select the dial next to **All**, click on the folder icon pull-down menu, and select the folder in which you wish the imported reference to be placed.



Importing Citations from ISI Web of Knowledge

(Web of Science, Current Contents, Biological Abstracts etc.)

Downloading from Web of Knowledge:

- Search Web of Knowledge
- Select the citations you wish to import. When done, click on the **Marked List** icon in the top menu.
- Under fields: in addition to author, title, and source (defaults) you may also wish to include Keywords and Abstract

- Under step 2 (options): most of the defaults will already be set (keep the save option as "field tagged").
 - Click on **Save to File**.
- When **Save As** window appears:
 - In the **Save In** box select the drive/folder you want your file saved in.
 - In the **File name** box type the name of the file.
 - Click **Save**.

In RefWorks:

- Select **Import** in the References menu.
- In the form that appears, select the following:
 - **Import Filter/Data Source:** Select **ISI** from the pull-down menu
 - **Database:** Select **Web Of Science**
 - **Import Into Folder:** Select the folder in which you wish the references to reside
 - **Select Text File:** Click **Browse** to select the location and file name of the citations you wish to import.
- Click **Import**. The status of your imported results will appear.

Direct Exporting from Ovid Databases

(ERIC, EBM, Reviews, HaPI, IPA, MEDLINE etc.)

Exporting from Ovid:

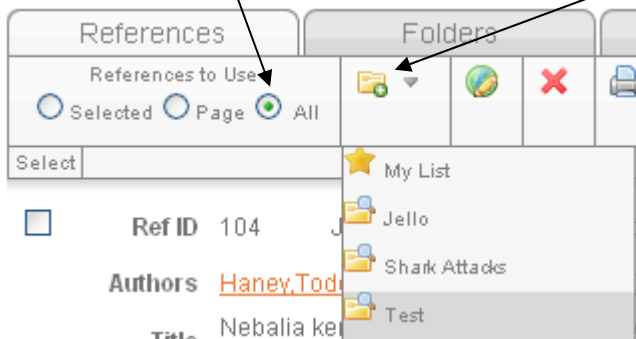
- Perform search.
- Select citations for downloading (if you do not want to download all citations).
- Scroll to the **Result Manager** at bottom of screen.
 - Under **Results** select the desired options
 - Under **Results Format** select **Direct Export**
 - Under **Actions** select **Save**
- Click **Save**
- On the next screen- Select- **Export results to RefWorks**. Click **Continue**.

In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button either at the bottom of the newly opened window, or through the **View Folder** sub-menu within the **View** menu.
- Select the dial next to **All**, click on the folder icon pull-down menu, and select the folder in which you wish the imported reference to be placed.



Direct Exporting Citations from Proquest

In Proquest:

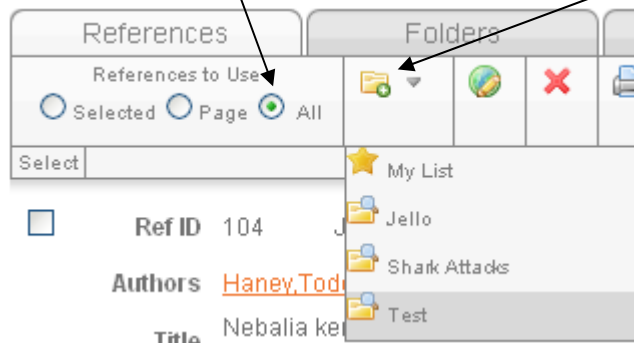
- Search the Proquest database.
- Once you have selected the desired citations, click on **My Research** (green tab at top of webpage).
- Click **Export citations** and next click **Export directly into RefWorks**.

In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button either at the bottom of the newly opened window, or through the **View Folder** sub-menu within the **View** menu.
- Select the dial next to **All**, click on the folder icon pull-down menu, and select the folder in which you wish the imported reference to be placed.



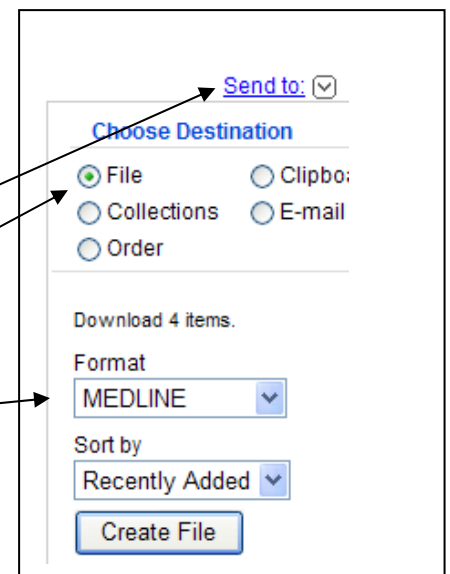
NOTE: If you are searching Digital Dissertations directly, you need to select results, click on Marked List, and click Download. Save citations to your desktop and go into RefWorks. In RefWorks, click on the References menu and click on Import. For the **Import Filter** select "**Proquest Digital Dissertations.**" **Import into Folder:** Select the folder in which you wish to put the references. **Select text file:** Click browse to select the location and file name of the citations you wish to import.

Importing Citations from PubMed

There are 2 ways to download citations from PubMed. If you have a short list of results in PubMed, you may want to use RefGrab-It (see below – RefGrab-It). Directly below are instructions for importing selected citations from PubMed into RefWorks.

Downloading from PubMed:

- Perform search.
- Select citations for downloading.
- In the **Send to** Menu (found in the top right corner):
 - Select **File** for Destination
- Select **MEDLINE** for format
- Click **Create File**
- When the **Save As** window appears:
 - In the **Save In** box select the drive/folder you want your file saved in.
 - In the **File name** box type the name of the file.
 - Click **Save**.



In RefWorks:

- Select **Import** in the References menu.
- In the form that appears, select the following:
 - **Import Filter/Data Source:** Select **NLM PubMed** from the pull-down menu
 - **Database:** Select **PubMed**
 - **Import Into Folder:** Select the folder in which you wish the references to reside
 - **Select Text File:** Click **Browse** to select the location and file name of the citations you wish to import.
- Click **Import**. The status of your imported results will appear.

Ref Grab-It (bookmarklet): Importing Citations for a Web Pages (and PubMed)

In order to use RefGrab-it you must do a one-time install on your computer.

- Go to **Tools** in RefWorks, and click on **RefGrab-it**.
- Follow the instructions on the page for installing RefGrab-it.

- Once you are on a web page that you want to import a reference/citation for into RefWorks, go to your **Bookmarks** (*in Firefox*) or **Favorites** (*in Internet Explorer*) and click on RefGrab-it. A page will appear with the citation ready for import into RefWorks. (Use for **PubMed** also if you have a short list of results. Click on RefGrab-It and select the citations you want to import from the new window that appears.)
- Click on **import**.

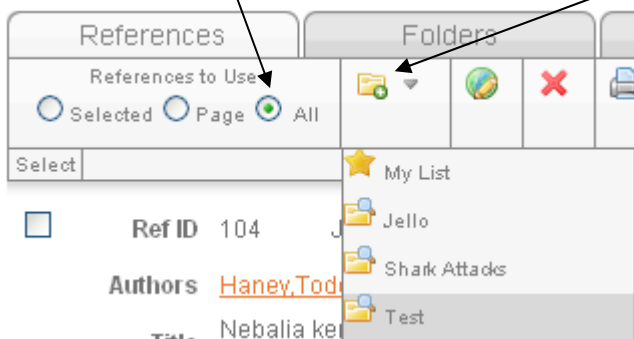
In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

You will probably need to make further edits to the Reference that was imported. Click on View Last Imported Folder button and click on edit to the right of the imported citation. Make changes to the Reference as needed. When done, click on Save. Next click on "Back to Reference List."

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button either at the bottom of the newly opened window, or through the **View Folder** sub-menu within the **View** menu.
- Select the dial next to **All**, click on the folder icon pull-down menu, and select the folder in which you wish the imported reference to be placed.



Importing Citations from SciFinder Scholar

Downloading from SciFinder Scholar:

- Search SciFinder Scholar.
- Once you have selected the citations you wish to import, click on **Save As**, found at the top of the search screen.

- Select the folder in which you wish to save the file.
- Enter in the name you wish the file to be called.
- Under “**Save As**” type and select **Tagged Format**.
- Click on **Save**

In RefWorks:

- Select **Import** in the **References** menu.
- In the form that appears, select the following:
 - **Import Filter/Data Source:** Select **ISI** from the pull-down menu
 - **Database:** Select **Current Contents Connect**
 - **Import Into Folder:** Select the folder in which you wish the references to reside
 - **Select Text File:** Click **Browse** to select the location and file name of the citations you wish to import.
- Click **Import**. The status of your imported results will appear.

Importing Citations from UICCAT & I-Share

In UICCAT:

Enter a search and Mark off selected record(s) if desired

In the box labeled **Print or Email** at the bottom of the page:

- For **which records**, select either **all in this page** or **selected all pages**
- In box labeled **Print or Email** at the bottom of the page, select format (full record or brief record) Click **print/save; Save Page As** to your desktop (change name of file if desired)

In RefWorks:

- Select **Import** in the **References** menu.
- In the form that appears, select the following:
 - **Import Filter/Data Source:** Select **University of Illinois at Chicago**
 - **Database:** Select **UICCAT and I-Share Online**
 - **Import Into Folder:** Select the folder in which you wish the references to reside
 - **Select Text File:** Click **Browse** to select the location and file name of the citations you wish to import.
- Click **Import**. The status of your imported results will appear.

You will notice that there is also an option labeled **From Text**. If you want to, you may also copy and paste the text from the file of the records that you saved from your UICCAT search into this box and (rather than importing the file).

ATTACHMENTS

It is possible to add attachments to individual references in RefWorks. These attachments can be Word documents, text files, PDFs, images, and more. There is a 20 MB per file attachment limit. The default size for your entire account is 100 MB. **Email [Ask a Librarian](#)** if you need this limit increased (maximum of 5G).

To Attach a File to a Reference:

- In your list of references, click on the **Edit** icon next to the reference you would like to attach files to.
- Next to **Attachments**, click on the **Browse** button.
- Select the document you would like to attach.
- Select **Add Attachment**.



GENERATING A BIBLIOGRAPHY FROM REFWORKS

- View the folder where the references are located (or **View All**).
- If you want to create and print a bibliography from selected references only, first click the star icon on the right of each of references you want in the bibliography. This will add those references to **My List**.

- To print your selected references, select **My List** from the **View** menu and click the printer icon on the toolbar above the listed references.
- Choose the output style you would like to use and select the **All in List** Dial.

References to Use Selected (0) Page (2) All in List (2)

APA 5th - American Psychological Association, 5th Edition

[Output Style Manager](#)

- Click the **Print References** Button.
- To generate a file for your bibliography, click on the **Create Bibliography** button at the top of the page.
 - Indicate the output style you would like to use and the file type (HTML, RTF, Word, Open Office) you want RefWorks to generate.

[List of Output Styles](#) [Request New Output Style](#)

Output Style: APA 5th - American Psychologic

[Output Style Manager](#) [Preview Output Style](#) [Edit Output Style](#)

Format Paper and Bibliography

Format a Bibliography from a List of References

File Type: HTML

Document Formats Supported: Word, Open Office, RTF, Text, and HTML

References to Include: All References

My List

Specify Folder (optional)

- Click on **Create Bibliography** (If pop-up blockers are turned on in your browser, hold down the Ctrl key as you click).

INSERTING IN-TEXT CITATIONS AND FORMATTING a PAPER AND BIBLIOGRAPHY using “WRITE-N-CITE”

To use this feature, you must first download the Write-N-Cite software from the RefWorks website (works with Windows, Macs, and MS Word 2000 or later).

- Login to RefWorks.
- Under the **Tools** menu, click on **Write-N-Cite**.
- Follow the directions to click here to start the **download**.

An Icon will appear in Word that you may use to assist with creating bibliographies. If the icon does not appear, access the Write-N-Cite feature from the Tools Menu.

You must have an Internet connection in order to use the Write-N—Cite feature.

- Open up the document you are composing in Word. (If you are just starting, create a new Word document, and **Save** it).
- Click on the **Write-N-Cite** icon in Word. A Write-N-Cite browser window will open; keep this window open as you type; **Log in** to your RefWorks account.
- Select the folder where the references are located (or view all references).
- Within your document, insert the cursor where you would like to cite a reference.
- In the Write-N-Cite browser window, click on the link to **Cite**, preceding the appropriate reference. This will automatically insert the citation at the location where your cursor is. (Formatting of citations will be explained below.)

 [Cite View Cono,J](#)

2003 Smallpox vaccination and adverse reactions. Guidance for clinicians

- Continue to position your cursor and **Cite** references.
 - If you want to suppress an author name, year, or a complete citation from showing up in the body of your paper, after you click on Cite in the Write-N-Cite browser window, you will see "edit citation" show up in the top right corner of the screen. Click on this to select the fields you want to suppress.
- When you have completed your document and are ready to generate a bibliography and in-text citations in the correct citation style (journal output format), click on **Bibliography** within the Write-N-Cite browser.
- Select the desired **Output Format** for your paper. (You must have the **output format** you desire in **Favorites**. To add the desired **Output Format** to your **Favorites**, you must log into RefWorks [currently you may be logged into Write-N-Cite], and click on **Tools** and select **Output Manager**. Select the Output Formats you would like in Favorites, and click **Add to Favorites**.)
- Next select **Create Bibliography**. The in text citations will appear in parentheses and the references will appear at the bottom of the page.

NOTE: You need to be logged in as the computer administrator to install Write-N-Cite. If you are not the administrator you can still use RefWorks to insert citations into your paper and format a the paper and bibliiography. In RefWorks- view your references and from the pull-down menu next to **switch to "On line/Cite View."** Follow the remaining instructions to format your bibliography and insert in-text citations within the body of your Word document, see http://www.refworks.com/RWSingle/help/Using_One_Line_Cite_View.htm.

REFWORKS FOR ALUMNI

Alumni who want to continue using their RefWorks account after they graduate must contact [Ask a Librarian](#) to obtain a special group code.

To Create a New RefWorks Account under the Alumni Program:

- Navigate to www.refworks.com/refworks
- In the Remote Access area, enter the current Group Code and click Go to Login button.
- On the RefWorks User Login for RefWorks Alumni Site page, click on the **Sign Up for an Individual Account** link.
- Complete the required information making sure to select the name of the Organization your alumni status is affiliated with in the User Type drop-down.
- Click the **Register** button when finished. You will be brought into your new, empty RefWorks account.

If you have a current RefWorks account that you would like to move into your new Alumni account, you can use **the Backup/Restore** feature to make a copy of your database (including RefID numbers and folders), and custom output styles follow the steps below. Please Note - Folders that do not contain any references will not be saved. If you have empty folders that you wish to retain add a reference to the folder before backing up. Also, any preferences set in the Customize area of RefWorks will be included in the backup.

To Backup and Restore Your Current RefWorks Account:

- Log in to your current RefWorks account.
- From the **Tools** menu, select **Backup/Restore**.
- By default, Include References is selected. If you do not want to include your references, deselect this option.
- By default, Include RSS Feeds is selected. If you do not want to include your RSS Feeds, deselect this option.
- By default, all custom Output Styles are selected to backup. You can deselect any or all custom output styles.
- Click on **Perform Backup**.
- Save the file when prompted. If you are not prompted to save the file, click the link that says Click here to save your backup file to download the backup to your computer.
- The default file name is a combination of your organization's Group Code and your login name. It will be saved as a .zip or .rwb file. Please do not change the extension of the file as it is necessary to restore if you need to do so later.

Restoring will overwrite all of the references in your database. If you need to restore from a back up for some reason, be sure to do so in either an empty database or to an account that does not have any data you want to save.

- Log in to your new RefWorks Alumni account.
- From the **Tools** menu, select **Backup/Restore**.
- Select the **Restore** option.
- Browse for the appropriate back up file.
- Select **Include References, Include Output Styles and/or Include RSS Feeds** as desired.
- Click on the **Perform Restore** button.

Once you've created your account, you will log in at www.refworks.com/refworks using the Group Code and then enter your login name and password on the RefWorks Alumni log-in page.

REFMOBILE

RefMobile (www.refworks.com/mobile) gives you access to your references in RefWorks from your smart phone, mobile phone or PDA. **RefMobile** provides specific functionality including:

- **Searching** within your RefWorks account
- Viewing **ALL** references and file attachments (if the attachment type is supported by your mobile device)
- Viewing references by **folder**
- **Adding or removing references to/from a folder**
- Creating **new folders**
- Entering new references via **SmartAdd**, which locates references on the web when you enter an ISBN, DOI, PubMed ID (PMID), first author and pub year, or partial title
- Adding comments or text to the **Notes** field of your references

RefMobile is only accessible using your **Group Code** and login information.

To Access Your RefWorks Account Using RefMobile

1. Navigate to www.refworks.com/mobile
2. Enter your **Group Code, Login Name** and **Password**.
3. Select the **Remember Login** option if desired. Your login information will be remembered for 14 days from the date you check this box.
4. Click the **Login** button.

Navigating RefMobile:

RefMobile has five options that are always available to you: **Search, Folders, All, Smart Add and Log out.**

You can access each option by clicking on the link or entering a corresponding keypad number:

- 1 will display the **Search** option
- 2 displays your **Folders**
- 3 displays **All** references
- 4 launches the **Smart Add** feature
- 5 **Log out** of RefMobile

There are additional keypad options that correspond to links within RefMobile:

- 0 activates the **Skip to end** link
- 8 can be used on pages with a **Return to** link
- 9 will display the **next 10** references in your list

The first time you log in to RefMobile, the Search option is displayed by default. Subsequent logins will display the last option or view used.

To Add a New Reference Using SmartAdd:

In RefMobile, you can add references using the **SmartAdd** option. Smart Add locates references by searching the internet based on DOIs, PubMed IDs (PMIDs), PubMed Central IDs (PMCID), ISBNs, authors and pub year, or keyword.

Smart Add uses pattern matching to determine what type of information has been entered and then searches PubMed, ISBNDB and/or CrossRef to find any matching information.

If **Smart Add** finds more than one match, it will display a list of references found -- up to 10 references total (even if search results locate more than 10 references).

1. Click the **Smart Add** link or **4** on your keypad.
2. Enter the information for Smart Add to search for: DOI, PubMed ID (PMIDs), PubMed Central ID (PMCID), ISBNs author and pub year, or keyword.
3. Click the **Search** button.
4. Click the **Save** link for each reference you wish to add. You can view the full reference by clicking on the title.

From the full reference, you have the options to **Save, Add a Note** and **Select Folders**. If you **Add a Note** or **Select Folders**, when you click **Save**, the reference is also saved.

Note: References not placed in a folder will appear in the **References Not in a Folder** area of your RefWorks Account.

For help: [Use our Ask a Librarian Service](#)

SDG; AA; RR; NQ Updated 06/10