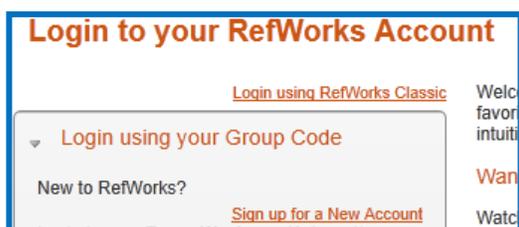
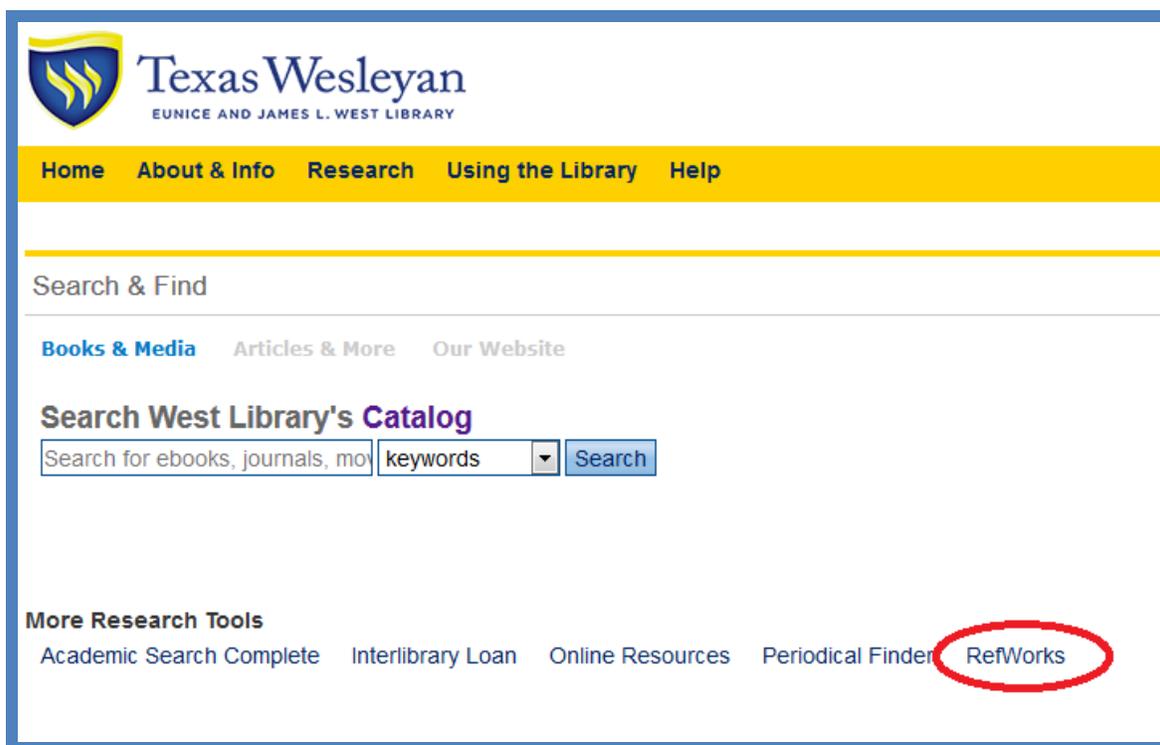


# A Step-by-step Guide to RefWorks

## Step One: Getting to RefWorks and Creating an Account

*Note: Before starting library research at home, log in to Off Campus Access. Your user name and password are the same ones used to log into RamLink.*

From the West Library's homepage (<http://westlibrary.txwes.edu/>) click on "RefWorks."



The first time you use RefWorks, you will need to create an account.

Click "Sign up for a New Account."

Create your own username and password (these do NOT need to be the same as RamLink). Use any e-mail address you like; this is how RefWorks will contact you if you ever need their help.

*Log in with the user name and password you've created.*

**User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

## Step Two: Putting Research Articles in RefWorks

Use the West Library databases (for example, Academic Search Complete) to conduct your research. As you find articles you would like to use, add them to your RefWorks account:

Click on the title of the article (from the main search page)

Click on the Export button, which may look like any of these, depending on your database:



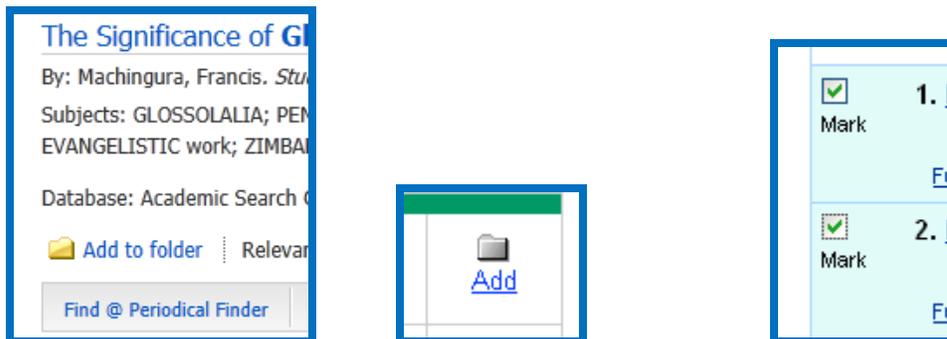
(As seen in: most EBSCO databases, Business Source Complete, Wilson Databases, Gale Databases, Elsevier)

Select the option to *directly export to RefWorks*.

If RefWorks is already open in another tab (recommended for Office 2007), you will notice the tab flashing orange as references are sent to RefWorks. If RefWorks is not already opened, it will pop up in a new window and prompt you to sign in.

*\*\*\*If RefWorks does not open, your pop-up blocker is probably interfering. Your best bet is to have RefWorks open in another tab.\*\*\**

You can also export your articles in batches. Simply conduct your database research, and as you find useful articles, click the option to “Add to Folder.”



(As seen in: most EBSCO databases, Business Source Complete, Gale Databases)

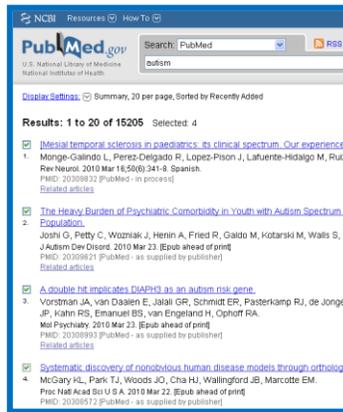
*Before starting new a new search and before logging out, go to the folder and export the contents to your RefWorks account.*

**Items in database folders are not saved unless you add them to your RefWorks account.**

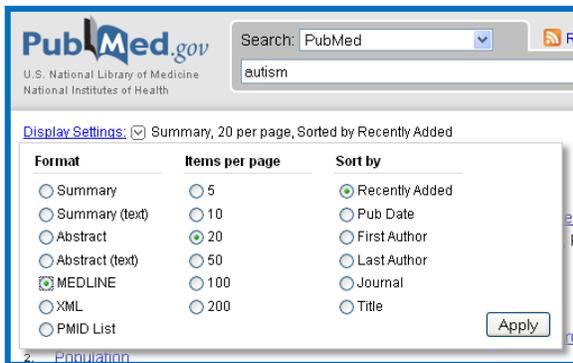
*This document was created by Kaeli Vandertulip for the West Library at Texas Wesleyan University. It was last updated on 2/17/2015.*

## For importing articles from PubMed

Conduct your research within PubMed as you normally would. As you find materials you like in PubMed, place a checkmark in the box next to them.



BEFORE you start a new search, you will need to export these selected files to RefWorks.

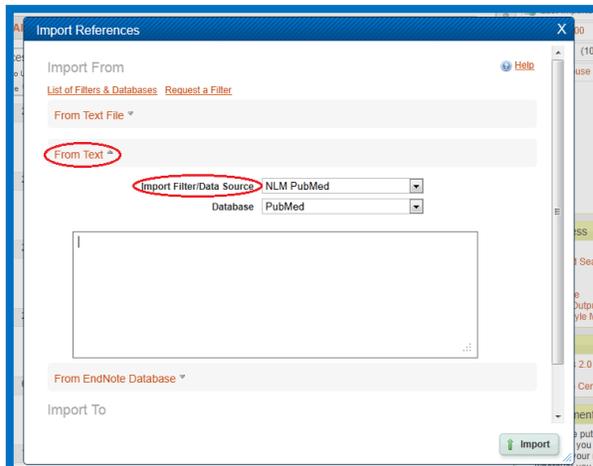


Click the arrow button next to “Display Settings,” then select “MEDLINE” and click “Apply”

Select all the text on the page and copy (you can do this by typing Ctrl+A, then Ctrl+C)



Go to your RefWorks account. Choose to Import a reference.

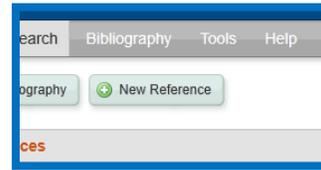


-Make sure the “Import Filter/Data Source” is selected as “NLM PubMed”  
-Make sure the “Database” is selected as “PubMed”  
-Paste the citations into the box labeled “From Text” and click import.  
-If you have done this correctly, you should see a screen that says “Import completed-x reference imported.”

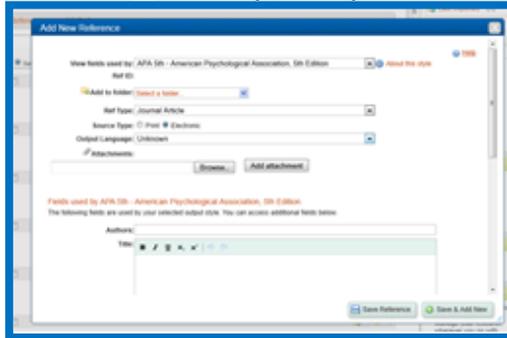
## Step Three: Putting other materials in RefWorks

### Manually inputting a Citation

- Click on the “New Reference” button.



- Select what citation style you are using, what kind of material you are using (Journal article, for instance), and whether the material is print or electronic. The fields required by your citation style will have a green checkmark next to them. Fill these in. Finally, save your reference.



### Web Pages



- To get information from web pages, click the Tools menu in RefWorks. There is an application called **RefGrab-It**. Click this and follow the directions given.
- Once you have used RefGrab-It to import a citation, **DOUBLE-CHECK** the information imported. This program relies on tags provided by the webpage creator. If this person did not give complete information, your RefWorks citation will be incomplete. Click the **EDIT** icon next to the citation and input any missing information manually.

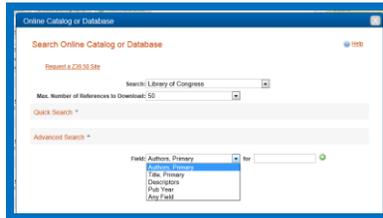
### Books

To import a citation for a book, click the Search tab and select “Online Catalog or Database.” There is a pull-down menu for Online Catalog. Select “Library of Congress” for this (in my experience, this is the most reliable and fastest way to search).



by Kaeli Vandertulip for the West Library at Texas Wesleyan University. It 2015.

You can do a quick search for author (full name) or primary title. If the title is common or vague, do an advanced search for the author's name. Click Search.

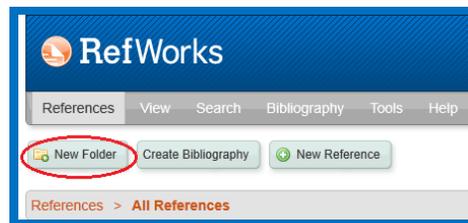


Put a Check mark in the box next to the correct book (pay attention to author name, edition number, and other details, as they are important). Click Import.

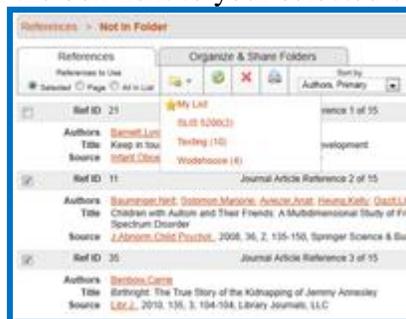


## Step Four: Organizing your references in Folders

Folders are useful for sorting articles based on topics or papers you will be writing.



- Click the New Folder button. Create and name your folder.
- Then, click on View, then All References to see a list of your citations. Alternatively, you can click View, then View Folder, then Not in Folder.
- Place a checkmark in the box next to your selected citations.

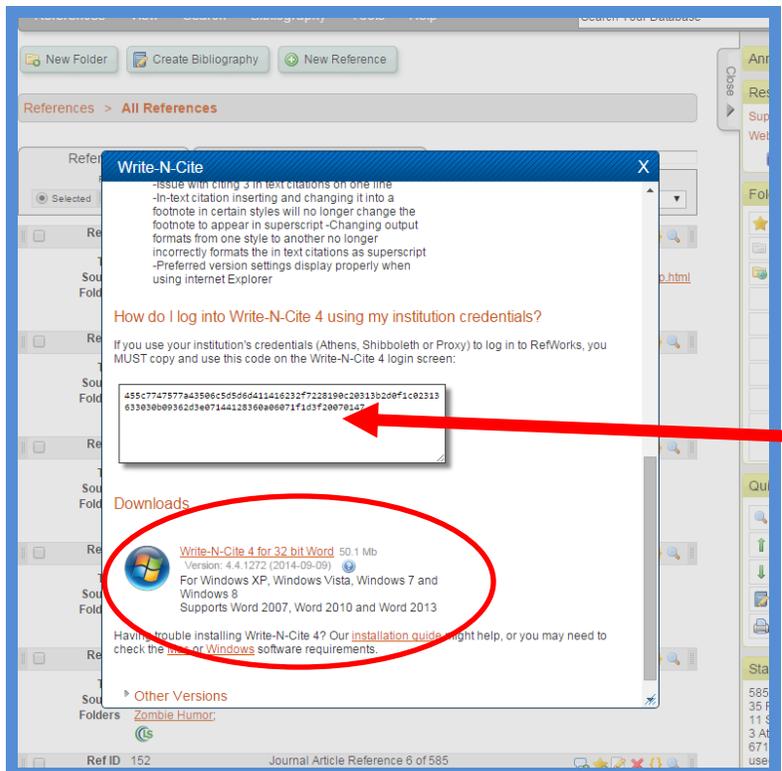
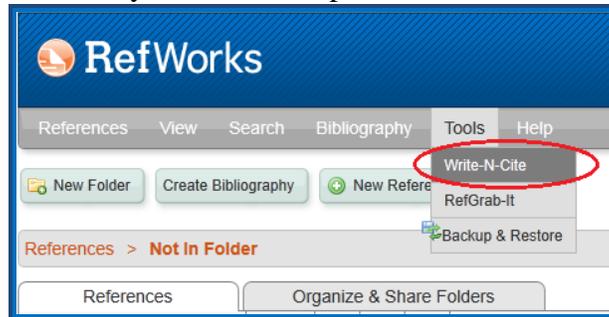


Select a folder from the “Put in Folder” pull down menu.

## Step Five: Installing and setting up Write-N-Cite

*Note: Write-N-Cite should already be on all on-campus computers, including those in computer labs and in the library.*

To download Write-N-Cite to your home computer:



Here, you can select whether you need Write-N-Cite for a PC or a Mac. Follow the prompts to download and run this program. This program takes a little while to save and load on your computer.

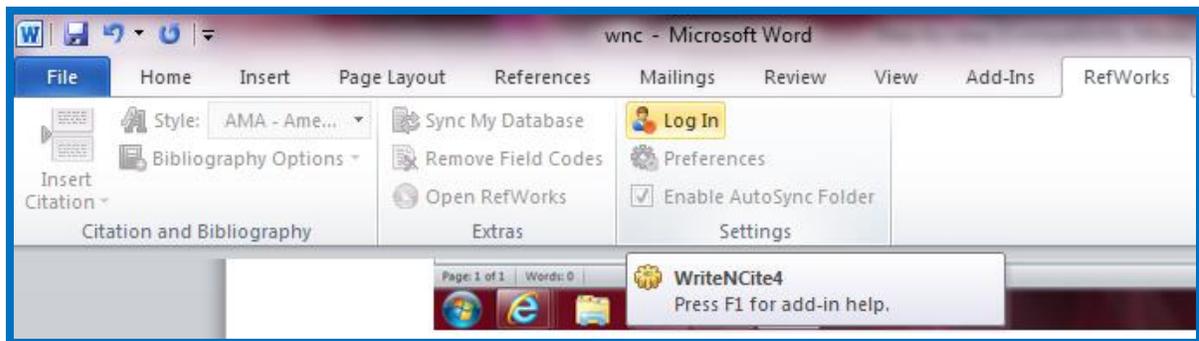
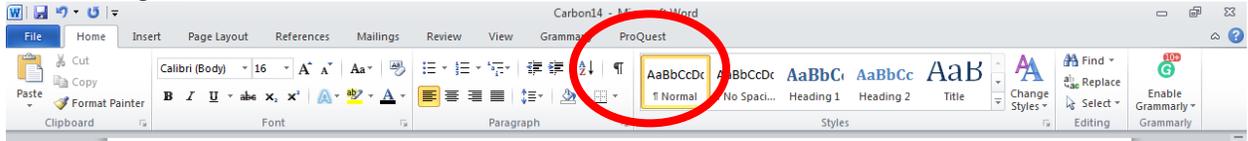
On this screen, you will see a string of alphanumeric code (Red arrow). Copy this. You will need it in the next step.

*NOTE: The new version of WNC requires the full version of Microsoft Office (not the free, upgradable, or light, version that comes standard on many computers). If you have this version, you will need to use the old version of WNC or create your bibliography manually with RefWorks (see the second half of step 6).*

*This document was created by Kaeli Vandertulip for the West Library at Texas Wesleyan University. It was last updated on 2/17/2015.*

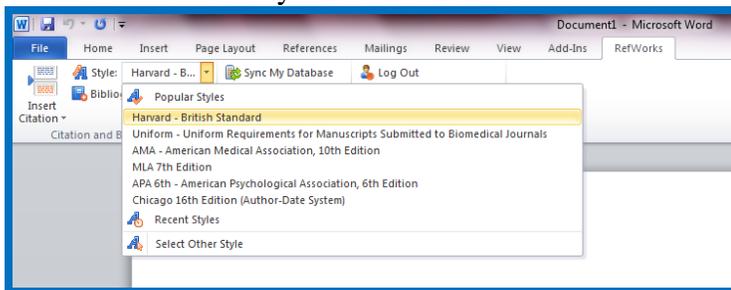
## Step Six: Using Write-N-Cite to create a references page and internal citations.

- Open a Word document.
- The first time you use Write-N-Cite on your home computer, you will need to Log in to Write-N-Cite.

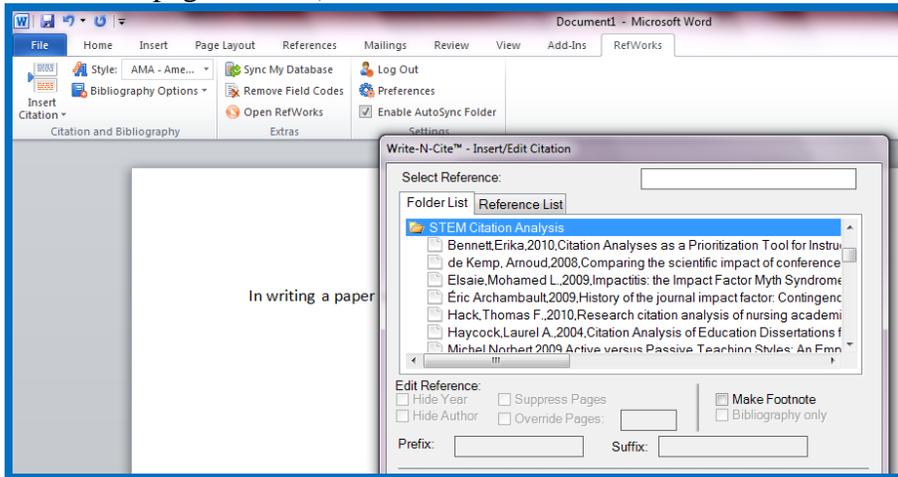


Log in using the same user name and password you created for RefWorks.  
Paste the code you copied in the previous step.

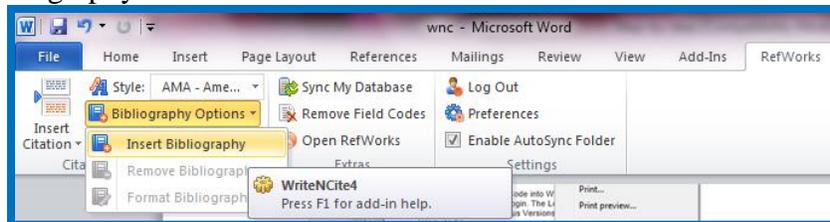
- Write your paper in the Word document as you normally would. Select your desired citation style from the header.



- As you come to something you need to cite, go to the Write-N-Cite screen and click the Insert Citation button. You can edit citations here, too (for instance, insert a page number).



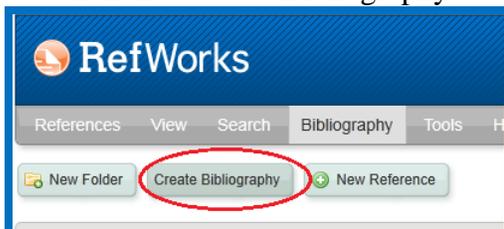
- When you are finished writing your paper, select Bibliography Options and Insert a Bibliography.

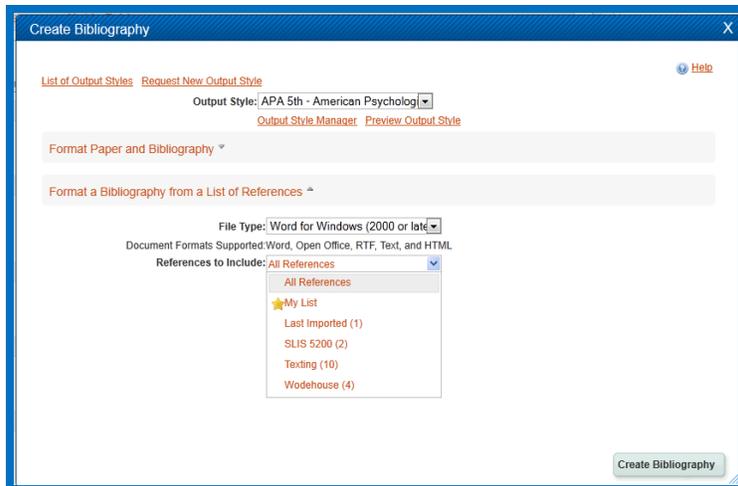


### Creating a Bibliography Manually.

Currently, Write-N-Cite only works with Microsoft Office and Microsoft Office for Mac. **It does not work with “free” versions of MS Office, Open Office or other word processing tools.** You will need to put in your internal citations manually. You can still use RefWorks to create your bibliography.

- Organize the sources you are using for your paper into one folder.
- Click the “Create Bibliography” button.





- Select your citation style from the “output style” pull-down menu.
- In the option “References to include,” select the folder you created for this paper.
- Click “Create Bibliography.”
- Copy and paste this onto a new page at the end of your paper.

## Step Seven: Check the Work

This program only works as well as the material put into it. Always proofread your references to make sure they are correct.

If you have any questions about correct format for a citation style, please consult a style manual or the Reference Desk ([reference@txwes.edu](mailto:reference@txwes.edu)). For help with databases, please contact a Reference Librarian.

## Additional Tips:

**The Help menu in RefWorks is very informative and helpful.** If you have any questions about RefWorks or Write-N-Cite, we suggest you first review the subjects in the RefWorks Help menu, and then contact a Reference Librarian if you still have questions.

**Note: There are frequently issues with using databases or Write-N-Cite at work.** If you are signed in to “Off Campus Access” and still cannot access RefWorks, your office probably has a firewall blocking access. There is nothing we in the library can do about it.