



## GETTING STARTED WITH REFWORKS

RefWorks is a web-based tool that allows you to create your own personal reference database by importing references from text files or online databases and other various sources. With its companion program Write-N-Cite, you can cite these references while writing papers and easily format the paper and the bibliography.

### Accessing Refworks

1. Go to the Hardin Library homepage at <http://www.lib.uiowa.edu/hardin>
2. Select “Refworks” from the section “Services” on the left side of the webpage
3. Click “Log in to RefWorks” on the left side of the webpage (bookmark this link for easy future access)
4. When off-campus, you will be prompted for your HawkID before you see the RefWorks login page

### Adding References

This section covers how to add references from PubMed, SciFinder, Web of Science and Scopus and how to add references manually.

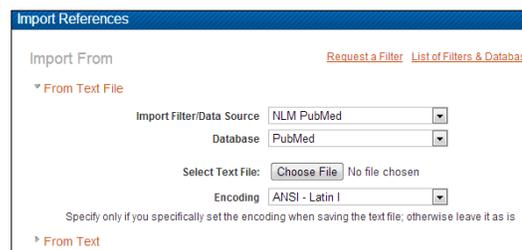
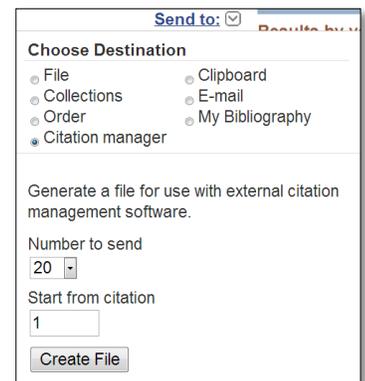
For information on how to add reference from another bibliographic management program, such as Endnote, visit RefWorks help page at

<http://www.refworks.com/refworks2/help/Exporting from Bibliographic Programs and Importing into Ref Works.htm>

### **Adding References from PubMed by saving/importing file**

1. On a PubMed search result page, check the boxes to the left of the citations you wish to add to RefWorks
2. Click the **Send to** link near the top right of the screen
3. Select **Citation manager** (screenshot on the right)
4. Click the **Create File** button
5. Save the file to your desktop or another easy to remember location
6. Now open and log in RefWorks, put your cursor on **References** near the top left of the screen
7. Click **Import** and a new window opens
8. Under **From Text File**, the **Import Filter/Data source** drop box, select **NLM PubMed**. The **Database** drop box should say **PubMed**
9. Click on the button that says “**Choose File**” and select the file you saved earlier (screenshot on the right)
10. Finally, click the **Import** button near the bottom of the window

*Tip: When you need to select multiple references from PubMed search results pages, use the Clipboard as a collecting tool.*





### Adding References from PubMed by copying/pasting text

1. On a PubMed search result page, check the boxes to the left of the citations you wish to add to RefWorks (or access clipboard with collected citations).
2. Using the link on top left side of screen for **Display Settings**, change the format to **MEDLINE**.
3. Select all text by using mouse or keyboard shortcut (for PC users-- Ctrl + A to select, then Ctrl + C to copy).
4. Navigate back to RefWorks and select **References->Import** from top left side of screen.
5. Choose **NLM PubMed** as the **Import Filter** from drop down menu labeled Import Filter/Data Source.
6. Choose link 1/2 way down dialog box labeled **From Text**
7. Paste in the copied text using mouse or keyboard shortcut for PC users-- Ctrl + V to paste).
8. Select **Import button** at bottom right side of dialog box.

**\*\* Note option to pre-select folder for import if you have one already created- you will need to scroll down within dialog box to see your folders\*\*\***

### Adding References from CINAHL

Most databases, such as CINAHL and other EBSCO databases, have options for a direct export into Refworks. The steps may vary slightly between databases. The steps below work in CINAHL and other EBSCO databases.

1. On a CINAHL search result page, click on the title of the citation you wish to add to RefWorks.
2. On the left side of the screen, click on the **Export** icon 
3. Select the option **Direct Export to Refworks**
4. Click the **Save** button
5. Login to RefWorks when prompted. To view the references, click on **View Last Imported Folder** at the right bottom of the Import References window.

*Tip: When you need to select multiple references from CINAHL search results pages, use the Add to Folder feature  [Add to folder](#)*

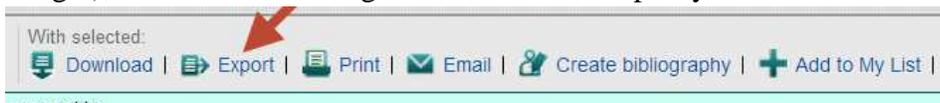
### Adding References from Web of Knowledge (Web of Science)

1. On Web of Knowledge search result page, check the boxes to the left of the citations you wish to add to RefWorks
2. Click on the **Refworks** button  both on the top of the bottom of your screen
3. Login to RefWorks when prompted. To view the references, click on **View Last Imported Folder** at the right bottom of the Import References window.

*Tip: When you need to select multiple references from Web of Knowledge search results pages, use the Marked List feature*

### Adding References from Scopus

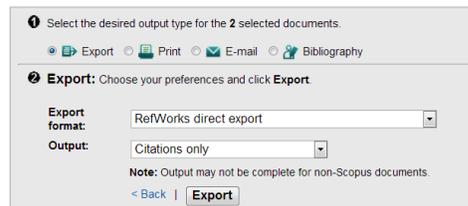
4. On Scopus search result page, check the boxes to the left of the citations you wish to add to RefWorks
5. Click on **Export** (screenshot on the right), located on the navigation areas on the top of your screen
6. On the Output page, make sure **the Export** radio button is selected under Step 1.





- Under Step 2, Select **RefWorks direct export** in the Export format drop-down menu. Set the Output to **Complete format** (screenshot on the right)
- Click on the **Export** button
- Login to RefWorks when prompted. To view the references, click on **View Last Imported Folder** at the right bottom of the Import References window.

Output: Export, Print, E-mail or Create a Bibliogra



### Adding References Manually

- In RefWorks, put your cursor on **References** near the top left of the screen and click **Add New**. A new window opens.
- In **Fields Used By** drop box, select the bibliographic output style of your choice
- In **Ref Type** drop box, select the correct type of your reference
- Fill in the fields after authors, titles, etc.
- Click the **Attachment** button if you wish to associate this record with a file (images, PDFs, word docs, etc.)
- Finally, click **Save Reference** at the bottom of the window

For more information on adding reference manually, visit RefWorks help page at [http://www.refworks.com/refworks2/help/Adding\\_References\\_Manually.htm](http://www.refworks.com/refworks2/help/Adding_References_Manually.htm)

### Editing References

On the top of each record in RefWorks, there is a grey tool bar (screenshot below), where you will find several small icons.



Click the pencil icon to **edit** a reference. This can be handy when the reference you imported from a database contains incorrect information. In addition, you can do the following two things in in the Edit Reference window.

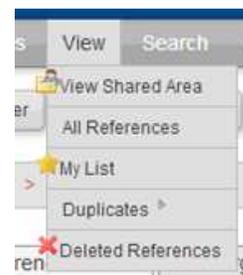
- Use the **Attachment** button if you wish to associate this record with a file (images, PDFs, word docs, etc.)
- Click **Additional Fields** and scroll down to find the **Personal Notes** field. This is a place where you can put your notes regarding this reference.

For more information on editing references, visit RefWorks help page at [http://www.refworks.com/refworks2/help/Managing\\_References.htm](http://www.refworks.com/refworks2/help/Managing_References.htm)

### Finding Duplicate References

We recommend you remove duplicates before you use/cite your RefWorks references in a word document.

- In RefWorks, put your cursor on **View** near the top left of the screen and select **Duplicates** (screenshot on the right)
- Select **Exact Match** or **Close Match**  
Exact Match checks for exact matches based on the author names, title, and year of publication fields. Close Match checks by comparing a combination of author names, title, and year of publication – this provides a loose comparison and may find citations that are not really duplicates.
- A list of duplicates will appear. To delete the duplicates, click the delete icon 





### Searching RefWorks

- For quick searches, use the search box located on the right top of the screen (screenshot on the right). By default, it does not search attachments and you will see a red dot besides the paper clip icon before the search button. Click on the paper clip icon to include attachments in your search.



- To perform complicate searches, use the **Search** tab on the top of the screen

*For more information on search RefWorks, visit RefWorks help page at*

[http://www.refworks.com/refworks2/help/Searching\\_Your\\_RefWorks\\_Database.htm](http://www.refworks.com/refworks2/help/Searching_Your_RefWorks_Database.htm)

### Creating and Using Folders

- *To create a folder*, use the **New Folder** button near the top of the screen  
 When you import references from a database, they are temporarily stored in a default folder called Last Imported unless you specify in the **Import Into Folder** drop box in step 8 described above

- *To move references into a folder*

1. Create a folder using the New Folder button near the top of the screen
2. Check the boxes to the left of the references you wish to move
3. On the top of the reference list, put your cursor over the arrow after the folder icon and click on the folder of your choice (screenshot on the right)
4. A confirmation message will pop up at the right corner of your screen,
5. *To view and organize folders*, click the **Organize & Share Folders** tab on the top of the reference list



*For more information on using folders, visit RefWorks help page at*

[http://www.refworks.com/refworks2/help/Organizing\\_Folders.htm](http://www.refworks.com/refworks2/help/Organizing_Folders.htm)

### Using “Write-N-Cite”to Format Your Paper

Write-N-Cite is a utility that allows you to add and properly format references from your RefWorks database into your paper while you write.

1. Download and install Write-N-Cite by going to Tools tab on the top of your screen in RefWorks and select **Write-N-Cite**. Note: close all MS Word documents while installing Write-N-Cite.
2. For Window users: once Write-N-Cite is installed, a RefWorks tab will appear in the MS Word ribbon. Click **RefWorks** in your MS Word ribbon and then **Log In** (arrow 1 in the screenshot below)  
 For Mac Users: when Write-N-Cite is installed, go to the **View** tab, select **Toolbars** and then **Write-N-Cite**. This YouTube video offers excellent instructions on using Write-N-Cite <http://youtu.be/kZSpx9Q5OV8>
3. The log-in window allows two options to log in: using the login code or using the group code.  
 To find the login code, go to the Write-N-Cite download page in RefWorks (**Tools> Write-N-Cite**) page.  
 To find the group code (which periodically changes), go to RefWorks page on Hardin website (<http://www.lib.uiowa.edu/find/refworks/>) and click on **Group Code** on the left side of the screen.
4. In the Refworks ribbon, select an output style of your choice under the **Style** drop down box (arrow 2 in the screenshot below)
5. Write your paper and click **Insert Citation** (arrow 3 in the screenshot below) and then **Insert New** in the Refworks ribbon when it is time for you to cite a course. A window will pop up.



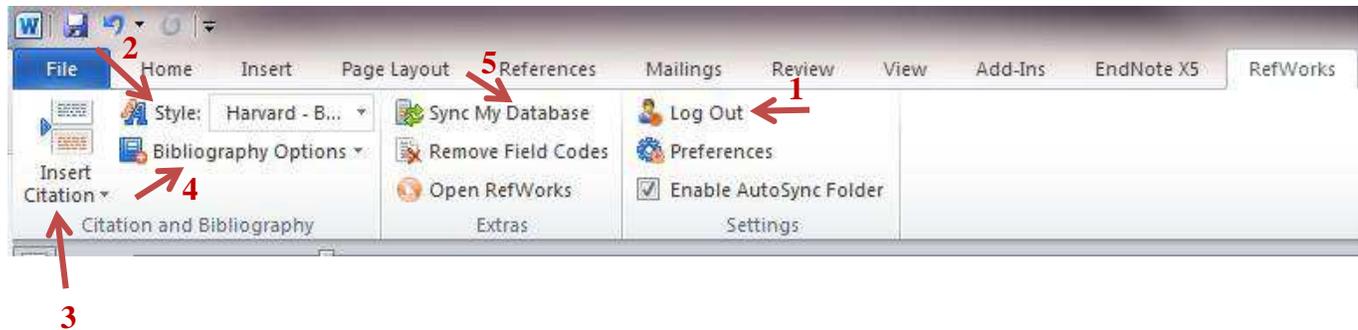
6. In the Write-N-Cite Insert/Edit Citation pop-up window, locate the reference you wish to cite by navigating your folders or by using the search box on the top.
7. Click the **OK** button at the bottom and the reference you selected will be inserted to your paper.
8. When you are done with your paper, put your cursor at the end of your paper or anywhere you wish to have list of reference. Go to the Refworks ribbon and click **Bibliography Options, Insert Bibliography** (arrow 4 in the screenshot below). Finally, save your paper.
9. Note: Remember to click **Sync My Database** (arrow 5 in the screenshot below) in Write –N-Cite if you have made changes to your RefWorks database.

For more information on Using Write-N-Cite for Windows, visit RefWorks help page at

[http://www.refworks.com/refworks2/help/Working\\_with\\_Write-N-Cite\\_for\\_Windows\\_\(June\\_2012\).htm](http://www.refworks.com/refworks2/help/Working_with_Write-N-Cite_for_Windows_(June_2012).htm)

For information on using older versions of Write-N-Cite, visit

[http://www.refworks.com/refworks2/help/Using\\_Write-N-Cite\\_for\\_Windows.htm](http://www.refworks.com/refworks2/help/Using_Write-N-Cite_for_Windows.htm)



### Getting More Help

UI Libraries page on Refworks, which contains FAQ, common issues, and Refworks support contact information: <http://guides.lib.uiowa.edu/refworks>

Refworks youtube video channel: <http://www.youtube.com/proquestrefworks>

Refworks subject guide, which contains more information in text format, and more details about troubleshooting: <http://refworks.libguides.com/home>

Contact our reference desk or your liaison librarian. Most of our liaison librarians can get you started using this tool and provide assistance with basic troubleshooting.

<http://www.lib.uiowa.edu/hardin/contact/>