

Setting up Your Account

To access RefWorks for the first time (you must be on campus to do this):

1. From the Browser go to www.refworks.com/refworks.
2. Make sure your screen says "RefWorks User Login for University of Dayton".
3. Click the Sign up for an Individual Account link.
4. Complete the New User Information box.
5. Click Register.

You will receive an email confirmation that includes your password and Group Code. Keep this e-mail for future reference.

Important:

To access your database once you have set up an account, site-wide subscribers must be at an IP-authenticated computer or must enter the Group Code first and then user name and password on their site's login page.

Creating Folders

1. From the pull-down menu *Folders*, select Create New Folder.
2. Enter a name in New Folder Name, click OK

NOTE: The **Last Imported** folder contains only references from your most recent data import not yet filed in other folders. Other references not yet assigned to specific folders are in **References Not in a Folder**.

Importing References from Online Databases

1. Under the Save or Export function within the online service, select or click the save to RefWorks option.
2. If you have your RefWorks account already open, the import will automatically begin. If not, you will be taken to the RefWorks login page. After you log in, the import will automatically begin.
3. Select **View Last Imported Folder** to review the imported record(s).
4. Click the box in front of the reference to be moved, then click the Put in Folder... dropdown box and select the folder you want to file it in.

Manually Entering References

1. Select **References** from the pull-down menu tool bar and then choose **Add New Reference**.
2. Start by selecting your bibliographic output style (e.g., APA, Chicago, MLA) under **View fields used by**.
3. Designate the type of reference you are entering (e.g. journal, book, dissertation) under **Ref Type**. Field names marked with a green checkmark indicate recommended information needed to produce an accurate bibliography for the selected output style and reference type.
4. Enter information in the boxes provided and click **Save** when finished.

Creating a Reference List

In RefWorks you can create a bibliography from a list of references, without creating a document. This reference list may contain your entire database, the references in your My List area 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:

1. Click the Bibliography menu.
2. Under Output Style, select the appropriate style.
3. Click Format a Bibliography from a List of References.
4. 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).
5. Under Include, select All References, My List or References from <folder name>
6. Click Create Bibliography.
7. 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.

Write-N-Cite

Write-N-Cite is a utility allowing Microsoft Word users to cite references in a paper with the click of a button. Write-N-Cite is compatible with both Windows and Macintosh applications. Roesch Library computers already have Write-N-Cite installed on them. To use this feature on your own computer, first download the Write-N-Cite utility from the **Tools** pull-down menu.

1. Open your document in Microsoft Word.
2. Launch Write-N-Cite.
3. Put the cursor in your Microsoft Word document where the reference should be inserted; click Cite next to the reference on the RefWorks screen.
4. The program inserts a placeholder within curly brackets ({{}) in the text. When you format your bibliography, RefWorks will put the notes into the output style you have chosen.
5. Save your document.

Write-N-Cite Bibliography

1. Launch Write-N-Cite.
2. Click **Bibliography**.
3. Select the output style.
4. Click **Create Bibliography**.
5. The re-formatted Word document will have the name of the original document, preceded by "Final –".
6. Save the formatted document.

BE SURE TO PROOFREAD YOUR NOTES AND BIBLIOGRAPHY!!!