

Accessing RefWorks

1. Go to the Laupus Library homepage at <http://www.ecu.edu/laupuslibrary/>.
2. Click on the link for **RefWorks**.
3. If you haven't already registered for a **RefWorks** account, click on the link that says **Sign up for a new Account** If you are off campus, you will need your Pirate ID and password and you may be prompted to enter a group code. Our group code is **RWECarolinaU**.
4. Now you're ready to start using **RefWorks**.
5. If you look under **Help** along the **RefWorks** toolbar you'll find an awesome Tutorial broken down into specific sections that can be really helpful for getting you started.


Organizing Your Citations

To keep your references organized, create folders within Refworks for each paper or article you are working on. To create a folder:

1. Near the top of the screen select **New Folder**
2. Name your folder.
3. Click **Create**
4. Your new folder should show up in the Folders list on the right side of the screen.

When you first import citations or references into RefWorks, they are temporarily stored in the "Last Imported" folder. You must move them into a permanent folder:

1. To view your last imported folder, select "Last Imported" from the Folders list on the right side of the screen.
2. From the References tab near the left of the screen and just above the list of references, select "All in List."

3. Hover over the  icon and your list of folders will appear. Click on the down arrow (it's their "add to" icon) then scroll down to and click on the appropriate folder.
4. Your reference/references will be placed in the folder or folders you select.

Getting Citations into Refworks

Many databases have options for a direct export into **RefWorks**. Here are instructions for importing from the most popular health sciences databases.

Before exporting references from any of the databases, you may want to have RefWorks open and be signed on in another browser window. If it isn't already open you will generally be prompted to do so.

Ovid

1. Check the boxes to the left of the citations you want to move to RefWorks.
2. Click the **Export** link directly above the list of results.
3. A box will open on the screen. Select **RefWorks** from the **Export to** drop box.
4. Mark the option for "Complete Reference" under "Select fields to display."
5. Select **Export Citations**. RefWorks should flash or pop up in a new window.
6. You may need to disable your pop-up blocker if you use one.
7. Select the **View Last Imported Folder** icon in the lower right hand corner of the new screen.
8. You will be taken to your list of new references and should place them into the correct folder/s at this point.

Ebsco

1. Select the citations you want by clicking on the **Add to Folder** icon.
2. Once you have selected the articles that you want, click on **Go to folder view** near the top right corner of the screen.

3. Click the **Select All** box or individually mark the items you want to export.
4. Click on the **Export** icon located to the right of the citations.
5. Make sure the box next to **Remove these items from folder after saving** is **NOT** checked. (in case the export doesn't work)
6. On the right side of the screen, make sure to select the option **Direct Export to RefWorks**
7. Click on the **Save** button.
8. Refworks will pop up or you will see the tab flashing on the screen to open it.
9. You may need to disable your pop-up blocker.
10. Select the **View Last Imported** icon in the lower right hand corner of the new screen.
11. You will be taken to your list of new references and should place them into the correct folder/s at this point.

PubMed (You have two options for getting references into RefWorks from PubMed)

Importing (does not require a download)

1. Select the citations that you want to export.
2. To the top left of the citations go to Display Settings
3. Under Format select NLM Medline
4. Select Apply
5. Copy the page (either by highlighting and right clicking mouse and selecting copy OR right clicking mouse and choosing Select all then right clicking and choosing Copy)
6. Open RefWorks
7. Hover over References on the top left and then select Import
8. Change the Import filter/Data source to NLM PubMed
9. Select to open section called From text
10. Paste saved information into large box (right click mouse and choose paste).
11. Select Import

RefGrab-It (requires adding a tool to your computer)

1. In RefWorks, go to the menu at the top of the screen and select "Tools"
2. Select "RefGrab-It" from the drop down menu
3. Follow the instructions for downloading the RefGrab-It bookmarklet
4. Now, go back to your PubMed results
5. Select the citations you want to import by the checking the boxes to the left of the citations
6. In your browser, select your Bookmarks and choose RefGrab-It from the list (in Internet Explorer, they are called Favorites)
7. A new window should appear, check the boxes next to the citations you want and click Import to RefWorks

Google Scholar

1. Click the **Scholar Preferences** link to the right of the Google search box.
2. At the bottom of the page, for **Bibliography Manager** select **RefWorks** from the drop box.
3. Click the **Save Preferences** button.
4. Now, you will see an option to export references to RefWorks on the Google Results screen.

Creating a Bibliography

1. Select **Bibliography** from the tool bar near the top of the screen then drop down and select **Create**
2. Verify **Output Style**, change as needed.
3. Go to **Format a Bibliography from a List of References** and select the appropriate file type.
4. From the **References to Include** menu select the appropriate folder from the drop box.
5. Select **Create Bibliography**. You may be prompted to disable your popup blocker.
6. You will receive a file download prompt and/or an option of having the file sent to you via email.

Formatting a Paper

There is a utility called **Write-n-Cite** located under **Tools** in **Refworks**. It can be used to cite sources within papers and create a list of works cited. **Write-n-Cite** must be downloaded to the computer you are working from. Just FYI, it is much happier to work with Word Documents than other types. For more information select Write-n-Cite from the tools section and read the information provided or go under **Help** and view the tutorial **Inserting Citations and Creating Bibliographies with Write-n-Cite**.

For further assistance, contact us at 252-744-2230 or 1-888-820-0522 or <http://www.ecu.edu/laupuslibrary/contact.cfm>

Revised 01/24/2012