

Accessing Refworks

1. Go to the Laupus Library homepage at <http://www.ecu.edu/laupuslibrary/>.
2. Click on the link that says “Electronic Resources.”
3. Click on the link for “Refworks.”
4. If you have not already registered for a Refworks account, click on the link that says “Sign up for an Individual Account.” It is located above the sign in box. This process takes seconds and does not cost you anything. 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**.
5. Now, you are ready to start using Refworks.

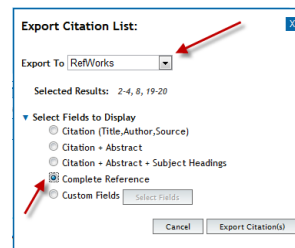
Getting Citations into Refworks

Most of the databases have options for a direct export into Refworks. This handout will demonstrate the most popular databases.



Before exporting references from any of the databases, you may want to have Refworks open and signed into in another browser window.

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. You may need to scroll up to see all your options. Select “RefWorks” from the “Export to” drop box.
4. Mark the option for “Complete Reference” under “Select fields to display.”
5. Finally, click export citations. RefWorks should flash or pop up in a new window.



Ebsco

1. Select the citations that you want by clicking on the little folder icon  [Add to folder](#) above the FindIt button.
2. Once you have selected the articles that you want, click on the “Folder View” icon near the top right corner of the screen.
3. Make sure you click on “Select All,” or individually mark the items you want to export.
4. Now, click on the export icon . It is located above and to the right of the list of citations.
5. Now, make sure that the box next to “Remove these items from folder after saving” is *NOT* checked. This is a safety measure in case the export does not work.
6. On the right side of the screen, make sure to select the option “Direct Export to Refworks”.
7. Now, click on the “Save” button.
8. Refworks will pop up in the window you opened it in or you will see the tab flashing on the screen.

Pubmed (You have two options for getting references into Refworks from Pubmed)

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

1. In Refworks, go to the menu near the top center of the screen and select “Tools.”
2. From the drop down menu, select “RefGrab-It.”
3. Follow the instructions for adding RefGrab-It to your internet browser.
4. Now, go back to the browser with your Pubmed results.
5. Select the citations you want to export.
6. Now, above the citations, change the “Display” drop box to “Medline.”
7. In your browser, select your bookmarks (in IE, they are called favorites), and click on “RefGrab-It Bookmarklet.”

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

8. A new window looking similar to Refworks should appear.
9. Check the items you want to export and click the “Import to Refworks” button.

Importing (Does not require adding anything to the computer)

1. Select the citations that you want to export.
2. To the top right of the citations, select “Send to” → File
3. Under “Format” select “Medline.”
4. Save the document to your desktop so that you can find it easily.
5. Now, open the window with Refworks in it.
6. Near the top left of the screen, select “References” → “Import.”
7. The “Import Filter/Datasource” drop box should say “NLM Pubmed.”
8. The “Database” drop box should say “Pubmed.”
9. Now, you will see that it asks you to “Import data from the following text file.” Click on the button that says browse, go to the desktop, and select the file you saved. (NOTE, if you did not change the name of the file, it will probably be called “entrez_htm”).
10. Finally, click the button near the bottom of the screen that says “Import.”

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 have the option to export references to Refworks on the Google Results screen.

Organizing Your Citations

Most people find it useful to create folders within Refworks for each paper or article that they are working on. To create a folder:

1. Near the top of the screen select “Folders” → “Create New Folder.”
2. Now, name your folder whatever you would like.
3. Click “OK.”

When you have imported citations or references into Refworks, they will be temporarily stored in the “Last Imported” folder. You must move them into a permanent folder:

1. To view your last imported folder, select “Folders” → “View” → “Last Imported”
2. Right beneath the heading “Last Imported Folder” near the left of the screen, you will see some circles. Select “All in List.”
3. Now, you will see a drop box that says “Put in Folder.” Select the appropriate folder, and the citations will be moved there.

Creating a Bibliography

1. Select “Bibliography.” This link is located near the top of the screen.
2. Now, select an “Output Style.”
3. Then, you will see the box checked by “Format a Bibliography from a list of references.” Select the appropriate file type.
4. Now, select “References from Folder” and select the appropriate folder from the drop box. Click “Create Bibliography.”

Write n Cite

There is a program called Write n Cite that is located under “Tools” in Refworks. This software can be used to internally cite sources in papers and then create a works cited list. For more information, please see the Refworks Tutorial www.ecu.edu/laupuslibrary/ERTutorials.cfm.