

Basic Guide: How to Use RefWorks

A detailed guide to RefWorks can be downloaded at:

<https://www.refworks.com/Refworks/help/QuickStartGuide.pdf>

Start

From the "Database" section of the Library home page, RefWorks can be found under "R" on the *alphabetical* list of index databases.

What is RefWorks?

- RefWorks is a web-based bibliographic reference manager that is available to Regent faculty, staff, and students.
- These citations can be formatted into your Microsoft Word documents as footnotes or a custom bibliography.
- Because it is entirely web-based (i.e. the bibliographic records reside on the web, not on your computer); it gives you access to your bibliographies from Mac, PC or UNIX, as long as it's connected to the Internet.

Accessing RefWorks

Set Up an Account

- Access RefWorks from the [library database page](#) or <http://www.refworks.com/refworks>.
- Set-Up an Account on RefWorks.
- Remote Users: Enter the University's "group Code" **RWRegentU** prior to setting up an account.

Creating Your Database

Importing Data From Saved Files

Manually Entering Records

- Access your RefWorks account and click on New Reference.
- Enter the information in the boxes provided and click on Save when finished.

Organizing Your Records

Creating Folders

- Select Organize Folders. Click on Create New Folders.
- Enter Folder name and click on OK.

Finding Your Records

Quick Search

- Enter search terms in the box under Quick Search. Click on Search.
- Results are displayed – search terms are highlighted.

Creating Your Manuscript

Online

- Create a paper using the RefWorks Write-n-Cite feature. (Not available on Library workstations)
- Download and install the Write-n-Cite Program. (Once you login to RefWorks a link to Write-n-Cite will be available at the top of the page – follow the instructions).

- Open a blank document in MS Word.
- Launch Write-n-Cite.
- Put the cursor in your Microsoft Word document where the reference should be inserted; click Cite – next to the reference.
- Save your document.
- Footnotes: Use the MS Word footnote formatting feature.

Offline

- Insert the citations into the text where you want to cite the reference.
- Use curly brackets “{}” followed by the Reference ID number followed by two closed curly brackets “}”.
- Multiple – separate by semicolons.
- Footnotes: Use the MS Word footnote formatting feature, inserting the references using the steps described above.

Generating Your Bibliography

Using Write-N-Cite

- Open Write-n-Cite feature to work online.
- Access the saved MS Word document.
- Click on Bibliography.
- Select the output format.
- Click on Create Bibliography.
- A new window will open with the re-formatted MS Word document.
- Save your MS Word document.

From a Reference List or Manuscript

- Access the saved MS Word document as described in the “offline” section of “Creating Your Manuscript.”
- Go to RefWorks and click on Bibliography.
- Select an output format.
 - Bibliography from a manuscript—
 - Click on Base Bibliography on Manuscript. Enter the manuscript file name in File to Format by browsing and selecting.
 - Bibliography from a Reference List—
 - Click on Base Bibliography on a Reference List.
- Click on Create Bibliography.
- A new window will open with the re-formatted MS Word document.

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