

RefWorks @Michener Learning Resource Centre

RefWorks is a web-based bibliographic citation manager that allows you to import, store and manage citations (references) to journal articles, books, websites, etc. Through Write-N-Cite, you can then use RefWorks to help you cite and reference your papers and assignments.

Getting Started

Creating an account

- Go to michener.ca/students/library/research. Under **RefWorks**, click **Login to RefWorks**.
- If you are off-campus, you will be directed to a Michener off-campus login page. On this page, enter the same username and password you use to login to Michener computers/email. If your login is correct, you will be redirected to the RefWorks login page.
- At the login page, select **Sign up for a New Account** and follow the prompts. You will get a confirmation email with your username and password, plus the Michener RefWorks group code. This code is for the use of authorized Michener students, staff and faculty only.
- You can create multiple accounts (personal, departmental, class, theme, etc.)

Logging In

- Go to michener.ca/students/library/research. Under **RefWorks**, click **Login to RefWorks**.
- When you login from off-campus, you will be asked to authenticate with the same username and password you use to login to Michener computers/email. From there, you will be redirected to the RefWorks login page.

Documentation/Tutorials for Using RefWorks

- There are Michener-produced videos along with FAQs and links on the LRC's RefWorks page. Several excellent tutorials are also available once you log in to RefWorks; look under **Help**.

Creating and Viewing Folders

Creating Folders

1. Click on the **New Folder** button.
2. Name your folder. You can also create subfolders within a main folder.

Note: You can rename or delete your folders by choosing the **Organize and Share Folders** tab, clicking on the **folder icon** to the right of the folder and choosing the appropriate action.

Viewing Your Folders and References

- Your folders appear as a list on the right side of the page; click on one to see the references it contains. You can also see all your references by clicking on **View→All References**.

Importing References into RefWorks

Important Notes (please read!)

- Always double-check the references once you've imported them.
- To access LRC journal subscriptions, go to michener.ca/students/library/resources/ejournals/ and select the resource you would like to access.

Direct Export: ScienceDirect example

1. Conduct your search.
2. Mark the records you want to import and click **Export** (at the top), select the **Citations and Abstracts** button to include the records' abstracts, then click **Save to RefWorks**.
3. The export will open **RefWorks** if it is not already open and automatically import the references.
4. Your records will appear in the **Last Imported Folder**.

Direct Export: Wiley Online Library example

1. Conduct your search.
2. Select the records you want to import.
3. Click **Export Citation** in the **Article Tools** section.
4. Select **RefWorks** as your format and **Citation & Abstract** as your **Export Type**.
5. Click **Submit**.
6. The export will open **RefWorks** if it is not already open and automatically import the references.
7. Your records will appear in the **Last Imported Folder**.

Direct Export: EBSCOhost example

1. Conduct your search (from within EBSCOhost, select all the EBSCO databases you wish to search).
2. Click on the **Add to folder** icon in the **Tools** section for each of the results you want to save.
3. Click on the **Folder** icon at the top right corner of the screen when you're ready to export.
4. Re-select the references you want to export.
5. Click on the **Export** icon.
6. Select the **Direct Export to RefWorks** option to initiate a direct export.
7. Click the **Save** button to begin the direct export.
8. Your records will appear in the **Last Imported Folder**.

Copying and Pasting Text: PubMed example

1. Conduct your search.
2. Mark the records you wish to export.
3. Click on the **Summary** drop down menu and select **MEDLINE**.

4. Right click and **Select All**, right click and select **Copy**.
5. Log in to **RefWorks** (if you're not already logged in).
6. Select **References** → **Import** from the toolbar.
7. Select **NLM PubMed** as the data source and **PubMed** as the database.
8. Click on **From Text** and right click and **Paste** the references in the box provided. If you wish, you can choose a folder destination using the **Import Into Folder** option at the bottom.
9. Click the **Import** button. Your records will appear in the **Last Imported Folder** plus the folder you have selected, if applicable.

Importing From a File: PubMed example

1. Conduct your search.
2. Mark the records you wish to export.
3. Click on the **Summary** drop down menu and select **MEDLINE**.
4. Your results will be displayed in a tagged format. Using your browser's **Save As** function, navigate to the local drive and directory where you want to save the file and save the file in text format (**.txt**).
5. Log in to **RefWorks** (if you're not already logged in).
6. Select **References/Import** from the toolbar.
7. Select **NLM PubMed** as the data source and **PubMed** as the database.
8. **Browse** to find the text file you saved to your computer. If you wish, you can choose a folder destination using the **Import Into Folder** option at the bottom.
9. Click **Import**.
10. Your records will appear in the **Last Imported Folder** plus the folder you have selected, if applicable.

Importing From a File: Cochrane Library

1. Conduct your search and mark the records you want to import.
2. Click **Export Selected** or **Export all**.
3. Choose either **Citation** or **Abstract and Citation** as the **File type**.
4. Click **Export Citation**.
5. **Save** the.txt file.
6. Log in to **RefWorks**.
7. Select **References** → **Import** from the toolbar.
8. Select **Cochrane Library** as the data source and **Wiley InterScience** as the database.
9. Select **Choose File** to find the text file you saved to your computer.
10. Click **Import**.
11. Your records should appear in the **Last Imported Folder**.

Manually Adding References

1. Within RefWorks, click the **New Reference** button.
2. Select a potential output style from the **Fields Used By** drop-down (e.g. APA 6th).
3. Under **Reference Type**, select the reference type you want to add (e.g Journal Article).

Note: Only fields (e.g., “Author” and “Periodical, Abbrev”) that are appropriate for that particular reference type and output style are displayed. Additional fields can be accessed lower on the page.

4. Click in each field and type the appropriate data.

Note: Files cannot be attached until after the reference is saved.

5. Under **Add to folder**, select the folder or folders where you want to store your reference. The folder name(s) will be displayed below the drop-down after you select them.
6. When you've finished entering information, click **Save Reference** to complete your entry.

Using RefGrab-It

- RefGrab-It works with your browser to capture bibliographic information from web pages giving you the option to import that data into your RefWorks account. Instructions for installing RefGrab-It are at <http://www.refworks.com/refworks/bookmarklet.asp>.

Adding References from Other Databases

- From within Refworks, click on Help → Launch Help File → Getting References Into Your Account → Importing From Online Data Vendors. Select the vendor for step-by-step instructions.

Attaching Files to a Reference

Note: You can attach files when adding a new reference manually or editing an existing reference. Attachments can be any type of computer file but would typically be the full-text of the article. A paper clip icon is displayed when there is a file attachment associated with a citation.

1. Save the document, e.g., the full text of the article you want to add to the reference.
2. In RefWorks, choose the **edit icon**  next to the reference you would like to work with.
3. In the **Attachments** area, click the **Browse** button to locate the file you wish to add (only one file can be attached at a time) and click **Open** to upload the file.

Organizing and Searching

Adding and Removing References to and from Folders

To add references to a folder:

- Drag and drop: Grab the gray bar for the reference or grab one of the radio buttons under the References: References to Use section (Selected, Page, or All in List) and drag it to the folder in the right column.

Note: You can also add a reference to a folder when you first add a reference, or by editing a reference, or by selecting the references and selecting the **Add to Folder** icon. You can add groups of references to folders from any of the view options - **All References, View by Folder, Duplicates (Exact or Close)** or any **Search Results** view.

To remove references from a folder:

1. Open the folder by clicking on it in the right column.
2. Select the references you would like to remove.
3. Click the **Remove From Folder** icon  .

Note: If you have a reference filed in multiple folders, the reference is only removed from the folder you are viewing.

Searching your References (Quick search)

- **Option 1:** Go to **Search** at the top of the screen, select one of the choices and select or enter your search term.
- **Option 2:** Use the **Search Your Database** search box in the top right.

Using Write-N-Cite 4 to Create and Format Your Paper

Write-N-Cite 4 Installation at HOME

- The first time you use Write-N-Cite 4 at home, you will need to download a plug-in from within RefWorks. (Michener student computers already have this plug-in installed).
- For details on installing Write-N-Cite, from within RefWorks go to **Tools, Write-N-Cite**, and choose the appropriate download.

Note: Close Microsoft Word before installing Write-N-Cite.

Creating a Document with Write-N-Cite 4 in the LRC

1. Open a new blank document in Microsoft Word.
2. Launch Write-N-Cite 4 for Windows from within Word by clicking the ProQuest tab on the top right. **Important:** the tab will change to **RefWorks** once you've logged in.
3. Click **Log In** and enter your User Name and Password. (Alternatively, cut and paste the code listed on the Write-N-Cite download page.) At home, you never have to log out.
4. Choose the referencing style you would like to use (APA, Uniform Requirements (Vancouver), etc.) from the **Style** dropdown.
5. In your document, click the insertion point (the point where you want the reference inserted).
6. Click on **Insert Citation** (top left) and select **Insert New**. Find the citation(s) you wish to insert, click to bring to the bottom area and click OK.
7. When you're done writing, to create your bibliography, position the cursor at the end of your paper, click on **Bibliography Options** and select **Insert Bibliography**. The document will be formatted correctly with the bibliography.

Sharing Your References

RefShare

- RefShare allows you to share a RefWorks folder or entire database with others.
- When you decide to share a folder, RefWorks creates a URL that you can then e-mail to those you would like to share with.

Steps for Sharing

1. Click on **Organize & Share Folders** tab.
2. For each folder there is a Share icon  and at the top of the list of folders is the same icon that will Share Entire Database.
3. Clicking on the Share icon  will take you to a **Shared Folders Options** page. This page will allow you to set up various permissions for your RefShare Recipients. Fill in what you would like and click save. Exit from this page.
4. The Share icon  will have changed to a Shared icon . Click on this to Email this Share. A new window will open with a generic e-mail template and a unique URL created for your RefShare folder. Insert the e-mail address of the individual(s) you would like to share your references with. Select **Send Email**.

The individual who receives the email can then:

1. View the references in RefShare by clicking on the link in the email
2. Download the references into their own RefWorks account by clicking on either **Selected** for specific references or on **All in List** to download all the references.
3. From **Select an Export Format**, select **RefWorks Tagged Format**. This will give a tagged list of the references (the popup blocker should be off).
4. Click on the **Export References** button
5. Right click and **Select All**, right click and select **Copy**
6. Log into RefWorks.
7. Select **References/Import** from the toolbar.
8. Select **RefWorks Tagged Format** as the data source and **Tagged Format** as the database.
9. Click on **From Text** and right click and **Paste** the references.
10. Click the Import Button. The records will appear in the **Last Imported Folder** plus any selected destination folder.