

RefWorks *The Basics*

Part I: Creating, Importing and Exporting References

Registering for a RefWorks account

1. Open a web browser and go to:
<http://www.library.tufts.edu/ezproxy/ezproxy.asp?LOCATION=RefWorks>
2. Enter your Tufts UTLN/Password ⇒ *Sign Up for an Individual Account*. If off-campus, enter group code: **RWTuftsU**

Creating a Folder to Store References

1. Select *Folders* tab ⇒ *Create New Folder*. Name the folder ⇒ *OK*.

Creating a New Reference

1. Select *References* tab ⇒ *Add New Reference*
2. Under *View fields used by* ⇒ you can select a citation style or choose "None Selected".
3. Select a folder and a reference type. Fill in relevant boxes ⇒ *Save Reference*.
4. To view new reference, choose the folder under *View Folder* tab.

Attaching PDF's and Word documents onto a Reference

1. Select the *Edit* link located on the far right side of a reference.
2. Next to *Attachments*, select *Browse* and then select the file you want to attach.
3. Select *Add Attachment* and *Save Reference*.
4. To return to the list of references, select *Back to Reference List*. References with attachments will feature a small paper clip icon next to the Edit link.

Files will be stored by RefWorks and can be accessed anywhere via the Web. There is a 100 MB limit. To request for additional storage, please contact hsl@tufts.edu

Putting References in Research Databases into RefWorks

Ovid

1. Perform a search in Ovid and select citations to export into RefWorks.
2. Under the *Results Manager* on the left side of the screen, select the following:
 - Under *Results* ⇒ *Selected Results*
 - Under *Fields* ⇒ *Complete Reference*
 - Under *Result Format* ⇒ *Direct Export*
 - Go to top of the *Results Manager* and select *Action* ⇒ *Save*
3. Choose *Export citations to RefWorks* ⇒ *Continue*.
4. RefWorks will open in a new window. Log onto RefWorks.
5. Select *View Last Imported Folder*.
6. Select *All in List*. Under *Put in Folder*, select a folder ⇒ *OK*.

WorldCat*

This features works best with the Internet Explorer browser.

1. Perform a search in WorldCat and use the checkboxes to select individual references.
2. Select the small *Export* icon located on the upper, gray tool bar (it is located between *Print* and *Help* icons).
3. Choose the "Marked Records from the Search" and "RefWorks" radio buttons.
4. Select *Export*. RefWorks will open in a new window. Log onto RefWorks.
5. Select *View Last Imported Folder*.
6. Select *All in List*. Under *Put in Folder*, select a folder ⇒OK.

ISI Web of Science

1. Perform a search in ISI Web of Science and use the checkboxes to select individual references.
2. On the right side of the screen, under *Output Records*, select ⇒ADD TO MARKED LIST.
3. Select *Marked List* icon at top of the screen ⇒select output fields.
4. Under Step 2 *Select an option*, select *Field Tagged* under the first pull-down menu. Select *Plain Text* under the second pull-down menu. Select *Save to File* and save file onto you computer.
5. In RefWorks, select *References* tab ⇒*Import*.
6. Under *Import Filter/Data Source* ⇒*ISI (Institute for Scientific Information)*.
7. Under *Database* ⇒select *Web of Science*
8. Browse for and select the file saved from ISI Web of Science.
9. Select *Import*. Select a folder to import to if desired.

Cambridge Scientific Abstracts (CSA) Databases

1. Perform a search in *CSA* and select citations to import.
2. On the *All Publication Types* tab, select *RefWorks*.
3. Select *Export to RefWorks*.
4. RefWorks will open in a new window. Log onto RefWorks.
5. Select *View Last Imported Folder*.
6. Select *All in List*. Under *Put in Folder*, select a folder ⇒OK.

Tufts Libraries Catalog

1. Select *Search* tab ⇒*Online Catalog or Database*.
2. Under *Online Catalog or Database to Search* ⇒ *Tufts University*
3. Perform search; search results will open in a separate window.
4. In search results window, use the checkboxes to select desired references.
5. Select folder under the *Import to Folder...* pull-down menu.
6. Close out the search results window.

PubMed

There are two ways of importing citations from PubMed into RefWorks:

Method 1 - Search PubMed within Refworks:

1. Select *Search* tab ⇒*Online Catalog or Database*.
2. Under *Online Catalog or Database to Search* ⇒ *PubMed*.
3. Perform search; search results will open in a separate window.

4. In search results window, use the checkboxes to select desired references.
5. Select folder under the *Import to Folder...* pull-down menu.
6. Close out the search results window.

Method 2 - Perform search in PubMed and select citations to import:

1. Change *Display* >>*MEDLINE*. Change *Send to* >>*File*. Save file onto your computer.
2. In *RefWorks*, select *References* tab >>*Import*.
3. Under *Import Filter/Data Source* >>select *PubMed*.
4. Under *Database* >>select *PubMed [NLM PubMed]* and select folder.
5. Browse for and select the file saved from PubMed >>*Import*.

Capturing Information from Web Pages using RefGrab-It Tool

RefGrab-It works with your Web browser to capture bibliographic information from Web pages and gives you the option to import that data into your RefWorks account.

1. Login to RefWorks, then select the Tools tab >> *RefGrab-It*.
2. Follow the instructions for installation provided for either the Windows or Mac version of the Web browser you use.
3. Upon completing the installation instructions, a link to *RefGrab-It* will appear on the browser's toolbar.
4. To capture information about a Web page, select the *RefGrab-It* link on the toolbar.
5. A window will open asking if you want to import a record containing the Web page's information into your RefWorks account. Select "Import."
6. You will be prompted to log into RefWorks. The record containing the Web page's information will be then be added to your RefWorks account.

Part II: Printing Reference Lists and Inserting/Formatting References in MS Word using *Write-N-Cite*

To print a list of references from RefWorks

1. Select *Bibliography* tab.
2. Choose citation a style.
3. Select *Format a Bibliography from a List of References*.
4. Under *File Type to Create*, choose a format for the reference list.
5. Choose to include either *All References* or references from a particular folder.
6. Select *Create Bibliography*.

Inserting/Formatting References in MS Word Using *Write-N-Cite*

Installing *Write-N-Cite*:

1. Login to RefWorks, then select *Tools* tab ⇒ *Write-N-Cite*.
2. Choose either the *Windows* or *Mac* version. Save the file onto your Desktop.
3. Select the *wncinstall* icon on your Desktop to install the *Write-N-Cite* program.

4. When you open MS Word, the *Write-N-Cite* icon should appear at the top right and under the *Tools* menu.

Selecting Citation Styles:

1. Login to RefWorks (not *Write-N-Cite*). If off-campus, enter group code: **RWTuftsU**
2. Select *Tools* tab ⇒ *Output Style Manager*. The *Output Style Manager* will open.
3. Select as many citation styles as you wish for the list provided and select *Add to Favorites*.

Inserting References and Formatting Bibliography:

Inserting references:

Create and save a MS Word document. To insert a citation in the Word document, select the *Write-N-Cite* icon. Then:

1. Login to RefWorks. If off-campus, enter group code: **RWTuftsU**
2. A complete list of your saved references will appear.
3. Select a reference to insert into your manuscript and click **Cite**. *Write-N-Cite* will automatically insert the citation with opening and closing curly brackets as well as the Ref ID, Author Last Name and Year. It is not what your final citation will look like.
4. To cite a more than one reference in the same location, click the **Cite** links for the other references. The reference information is automatically inserted in the same set of curly brackets.

Formatting the bibliography:

Note: Large graphics may cause problems with formatting. Remove any large pictures before formatting.

1. Open an MS Word document containing RefWorks citations and select the *Write-N-Cite* icon. Login to RefWorks. If off-campus, enter group code: **RWTuftsU**
2. Select the *Bibliography* tab.
3. Choose citation a style from the pull-down menu and select *Create Bibliography*.
4. Your document should reflect the citation style you select. Select *Save* to save your document. If you need to select a different style, open up your document and login to *Write-N-Cite*. Repeat steps #2 and #3 above.*

* *Write-N-Cite* v.2 (Windows) and *Write-N-Cite* v.2.5 (Mac) creates the formatted paper as a new document with the document name preceded by the word "Final". For example, a document named Test.doc would be formatted with the name Final-Test.doc. Remember, if you need to make edits to the document, be sure to edit the original document and re-create the formatted document by running the bibliography process again.

Editing Citations in a Formatted Paper

Note: You must be logged onto *Write-N-Cite*.

1. In your formatted Word document, highlight the citation you want to edit. Go to *Write-N-Cite*.
2. In *Write-N-Cite*, select the *Edit Citation* link on the very upper right side of the screen above the "Search RefWorks" feature.
3. A window will open providing options for modifying the citation you highlighted in the formatted Word document, including the option to cite a specific page of a citation.

Part III. Transferring References from RefWorks into EndNote

Note: Only EndNote versions X and higher will allow you to transfer references from RefWorks.

Login to your RefWorks account:

1. Select *References*⇒ *Export*
2. Select which references to include and then under *Export Format*⇒ select *Bibliographic Software (EndNote, Reference Manager, ProCite)*
3. Select *Export to Text File*. A new window or tab will open displaying references in text format.
4. From your web browser select *File*⇒ *Save Page As...*
5. Name and save the text file.

Open up an EndNote:

1. Select *File*⇒ *Import*. Browse for and select the text file exported from RefWorks.
2. Under *Import Options*⇒ choose *Tab Delimited**. Select *Import*.

*While newer versions of EndNote offer RefWorks as an import option, it does not appear to function properly.

Want more information on RefWorks? Contact HHSL at:

Email: hysl@tufts.edu Phone: 617.636.6705

http://www.library.tufts.edu/hsl/education/endnote_refworks.html