**USING REFWORKS**

**INTRODUCTION: WHAT CAN REFWORKS DO FOR YOU?**

RefWorks makes citing resources for your papers quick and painless. When you search the databases for articles you want to use for your papers, you can transfer the articles’ citation information (title, author, publisher, etc.) directly into RefWorks. RefWorks saves this information in your account. When you are ready to create a bibliography for your paper, RefWorks formats your references for you in whatever style you choose (APA, MLA, etc). ***Note:*** *Always review your final paper and bibliography to make sure that all citations are formatted correctly.*

**STEP 1: LOG IN TO REFWORKS**

* Use the RefWorks link from the LRC homepage, or go to [www.refworks.com/refworks](file:///C%3A%5CDocuments%20and%20Settings%5Csbishop%5CMy%20Documents%5Cwww.refworks.com%5Crefworks)
* If you are off-campus, you will need to enter the 14-digit barcode number on the back of your student ID.
* On the RefWorks home page, you will see a login screen.
* If you have never used RefWorks before, click “**sign up for an individual account.**”
* You will be asked to:
	+ Enter your name
	+ Choose a **login name** and **password** of your choice
	+ Enter your **TCL email** address (***Note****: You will not be allowed to register with a non-TCL email address.*)
	+ Select “**Undergraduate Student**” for your user type
	+ Select your **area of focus** (e.g. “Nursing” or “Business”)
	+ Enter the random code you see on the screen
	+ Click “Register”
* After you have registered, you will receive a welcome email from RefWorks, sent to your TCL email account.
* From now on, log in with your login name and password on the RefWorks homepage.

**STEP 2: CREATE A DATABASE OF RESOURCES**

* Most TCL databases will allow you to import an article record directly into RefWorks. (If you encounter a database that does not, please contact a librarian or check the RefWorks “Help” section.)
	+ When you find a database article you would like to save to RefWorks, see if there is an option to export (e.g., “Export to bibliographic manager,” “Export directly to RefWorks,” or “View Citation Tools”).
	+ For example, when you select an article in *Academic Search Premier*, you will see a set of icons at the top of the screen allowing you to print, email, save, export, etc. Click on the icon for “Export.” Then select the option “Direct export to RefWorks” and click “Save.”
	+ If you have already signed in to RefWorks, your reference list should load automatically. If not, you will be prompted to sign in to RefWorks. To see your references click on “View Last Imported Folder.” **Important: You must allow pop-ups for the databases and RefWorks in order to import references.**

**STEP 3: CREATE A BIBLIOGRAPHY OF RESOURCES**

* This step allows you to create a formatted list of resources for your paper.
* Once you are signed into RefWorks, select “**Bibliography**” from the toolbar.
* You will be asked to make the following selections:
	+ **Output Style**: Select the citation style your instructor requires (e.g. MLA 7th edition or APA 6th edition).
	+ Select **“Format a Bibliography from a List of References.”**
	+ **File Type to Create**: If you are writing a paper using Microsoft Word, select “Word for Windows 2000 or later” from the drop-down menu.
	+ **References to Include**: You can select “All References” or “References from Folder” if you have created a folder for a specific paper.
	+ Click “**Create Bibliography.**”
	+ If your download does not start immediately, click “**Download It**.”
	+ Your references should appear in a Word document; review to make sure there are no errors.