

# RefWorks Basics

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This guide is available on the Web at: <http://www.lib.umn.edu/help/orientation/guides/>  
More U of M-specific information about RefWorks is available at: <http://www.lib.umn.edu/refworks/>



RefWorks is a web-based citation manager provided by the University of Minnesota Libraries for all U of M- Twin Cities' faculty, students, and staff.

## Signing on

From the U of M RefWorks page, <http://www.lib.umn.edu/refworks/>, go to " Set up a new RefWorks Account", or from the RefWorks Login page, select " Sign up for an Individual Account"

## Building your database

### **Manually**

Select "New Reference", choose the Ref Type you would like, and either type or cut and paste into the template.

### **Electronically**

- **From within RefWorks**  
For free resources such as MNCAT and other library catalogs, select " Search Online Database"
- **Direct Export from selected indexes**  
Some indexes offer a feature called Export, Direct Export or Save to RefWorks. Choose the citations to be sent, follow the screen directions, and the citations should be sent into your "Last Imported" folder in RefWorks.
- **Saving and importing**  
In indexes without the direct export feature, save the citations and use the Import button in RefWorks. You will be asked to select the index and the " Import Filter/Data Source" (the vendor from which the index is purchased), and to indicate where the saved file is located.

## **Searching your database**

To search within your RefWorks database, use the Quick Search or Advanced Search tools on the left side of the screen.

## **Creating bibliographies**

### **Stand-alone**

Using the Bibliography button, select the format and indicate the folder from which citations are to be taken. A new Word document will be created.

### **Working with Word documents**

RefWorks can work with word processing documents to not only create a bibliography in a variety of styles, but also cite the works within the text.

For PC users, a small piece of software called Write-N-Cite may be downloaded into your computer. This will allow you to cut and paste citations into the Word text. For MAC users, Write-N-Cite is not yet available, but using the One line/Cite View option in RefWorks is a good option. The last step in both cases is to select a format, and RefWorks will create a new Word document with the proper formatting.

## **Help with RefWorks**

### **Take a class**

A 60-minute hands-on classes on RefWorks are given at various Library locations on campus. Check the current schedule (<http://www.lib.umn.edu/registration/>) for particular classes or groups may also be arranged. Contact your nearest library.

### **Try the tutorial**

A tutorial is available at <http://www.refworks.com/tutorial/>

### **Contact the Library**

Contact the library via e-mail, chat or phone: <http://infopoint.lib.umn.edu/>

### **Contact technical experts at RefWorks**

E-mail the RefWorks experts at [info@refworks.com](mailto:info@refworks.com)