

Organizing & Bibliographies

Creating a New Folder

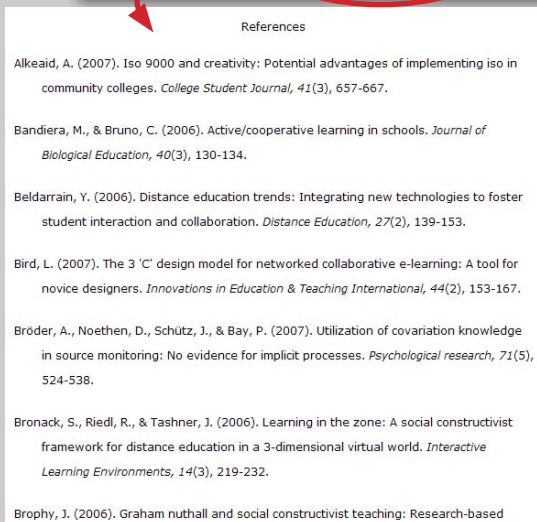
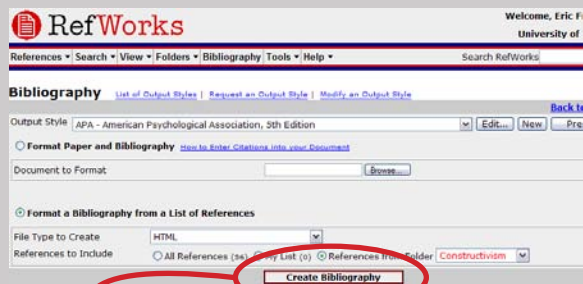
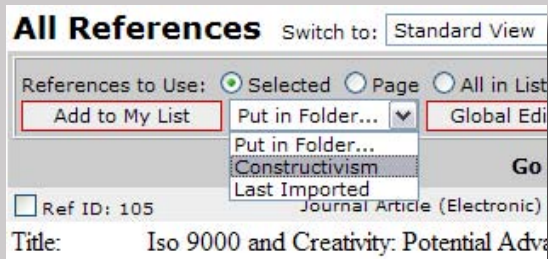
1. Under the **Folders** menu in RefWorks, select **Create New Folder**.
2. Type in a name for your new folder and click **OK**.

Putting References into a Folder

1. Check the **checkbox** to the left of the references you want to put into a folder.
2. From the **Put in Folder...** dropdown menu near the top of your list of references, select the folder into which you want to place the selected references.

Creating Bibliographies

1. Click on the **Bibliography** menu option in RefWorks.
2. Select the output style you want (e.g. APA, MLA, etc.) from the **Output Style** dropdown menu.
3. Select **All References** or specify a folder from which to create your bibliography.
4. Select how you want your bibliography to be delivered to you from the **File Type to Create** dropdown menu.
5. Click **Create Bibliography**.
If you have pop-up blockers enabled, you may have to click on the **Download It** link on the next page that appears.



RefWorks can do more:

Help you find full-text of your articles
Allow you to annotate your references

Write-N-Cite feature to do in-text citations in MS Word

Learn more at

<http://library.uta.edu/refWorks/>

RefWorks is provided by the UT Arlington Library

how to... Use RefWorks

Revised 02/08

<http://library.uta.edu/howTo/>



Getting Started

What is RefWorks?

RefWorks is bibliographic management software. It can help you organize and cite your references as you do research and writing.

Getting To RefWorks

1. Start at <http://library.uta.edu/refWorks/>
2. Click **Use RefWorks**.
If you are off-campus, you will need to enter in your NetID and password.

Creating an Account

1. On the log in screen, click **Sign Up for an Individual Account**.
2. Fill out the form that appears.
3. Click **Register**.

Getting References into RefWorks

Add a New Reference Manually

1. Under the **References** menu, click **Add New Reference**.
2. From the **RefType** dropdown menu, select the type of reference you are adding (e.g. book, journal article, etc.)
3. Fill in the blanks as completely as you can.
For authors, put in the last name first, followed by a comma, then the first name (e.g. "Smith, Bob").
For multiple authors, separate each one with a semicolon (e.g. "Smith, Bob; Brown, Sara")

The screenshots show the following steps: 1. Logging into the RefWorks user center. 2. Searching for articles and selecting the 'Export' option for a specific result. 3. Choosing 'Direct Export to RefWorks' as the save format. 4. Manually adding a new reference with 'Journal Article' as the type.

Add a New Reference: Exporting from Databases

1. In your database (e.g. Academic Search Complete), do a search.
2. Mark the search results you want to put into your RefWorks account.
You can accomplish this by adding your results to a **Folder** or **Bookbag**, or sometimes you click a **checkbox** next to the results you want.
3. When you're done marking and searching, view your marked results.
This is done by finding and clicking the **Folder**, **Bookbag**, or **Marked Records** link on the screen.
4. Look for the **Export** link or button, and then select the **Direct Export to RefWorks** option if there is one.
If you are off-campus, be sure to log in to RefWorks before this step. If there is no Direct Export option, see below.

Add a New Reference: Importing Text Files

1. Follow Steps 1 - 3 above.
2. Look for and then select the **Download Tagged Document, Bibliographic Management Software, EndNote or RefWorks** option.
3. Save the document you are given to your computer as a .txt file.
4. In RefWorks, under the **References** menu, click **Import**.
5. From the **Database** dropdown menu, select the database you were using when you found your results (e.g. Academic Search Complete).
6. Click **Browse** and locate the .txt file you downloaded in step 3, and then click the **Import** button.