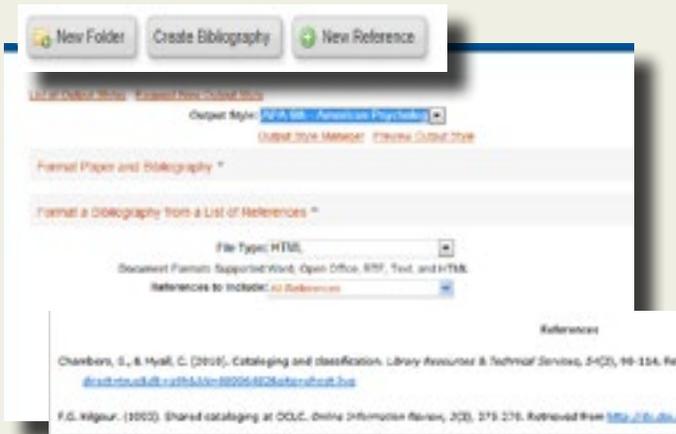


HOW TO USE REFWORKS 2.0

A GUIDE FOR STUDENTS



Creating Bibliographies

1. From the buttons in the top left area of the page, select **Create Bibliography**.
2. In the **References to Include From**, chose the folder you want to use or **All References** to create your bibliography.
3. From the **Select an Output Style** drop-down box, select the citation style.
3. Select the **File Type** you want to use. File types are available in Word, Open Office, RTE, Text, and HTML.
5. Click **Create Bibliography**.

If you have pop-up blockers enabled, you may have to click on the **Download** link that appears in the bottom right hand corner of the page.

RefWorks can:

Store citations.

Keep citations organized.

Annotate references.

Be used with Write-N-Cite feature and create in-text citations in MS Word.

Learn more at <http://libguides.uta.edu/refworks>.

NEED MORE HELP?

UT ARLINGTON LIBRARIES

Check web site for hours and location.

817-272-3395

www.uta.edu/library

ASK US

<http://ask.uta.edu/>

SUBJECT LIBRARIANS

<http://www.uta.edu/library/help/subject-librarians.php>

UT ARLINGTON WRITING CENTER

Room 411, Central Library

817-272-2601

www.uta.edu/owl



HOW TO USE REFWORKS

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For additional information, go to the Library's online Subject Guide at <http://libguides.uta.edu/refworks>.



THE UNIVERSITY OF TEXAS AT ARLINGTON

LIBRARIES

WHAT IS REWORKS?

RefWorks is a citation management tool that can help you organize and cite your references.

GETTING TO REWORKS

1. Go to the Library database list.

<http://libguides.uta.edu/az.php>

2. Select RefWorks

If you are off-campus, you will need to enter your NetID and password. You may also need to enter the Group Code.

CREATING AN ACCOUNT

1. On the log-in screen, select **Sign up for a New Account**.

2. Fill Step 1 and 2 of the account form.

3. Select **Create Account**.

ENTERING REFERENCES

Adding References Manually

1. Select **New Reference**.

2. From the **Fields used by** dropdown menu, select the citation style.

3. From the **Reference Type** dropdown menu, select the type of reference (e.g., book, journal article, etc.)

4. Fill out the rest of the form as completely as possible.

Enter authors with the last name first, followed by a comma, then the first name (e.g., "Smith, Bob"). Separate multiple authors by a semicolon (e.g., "Smith, Bob; Brown, Sara").

4. Select **Save Reference** or **Save & Add New** to create.

Exporting from a Database

1. Complete a search in a database (e.g., Academic Search Complete).

2. To export several items at once, mark the items. This is often



3. After marking items, go to **Folder View**. This is also called **Marked Records** in some databases.

4. Select the **Export** button. This can be in several locations depending on the database. Make sure you are logged on to RefWorks before completing this step. If no **Export** option is available, see **Importing Text Files** below.

5. Select **Direct Export to RefWorks** and click **Save**.

Importing Text Files

1. Follow Steps 1-3 above.

2. Look for and then select the **Download Tagged Document, EndNote** or **RefWorks** option.

3. Save the document that comes up as a **.txt** file.

4. In RefWorks, select the **Import** button from the top left side of the page.

5. In the **Database** dropdown box, select the database you used.

6. Select **Browse** and locate the **.txt** file you downloaded in step 3, and then select the **Import** button.

ORGANIZING AND BIBLIOGRAPHIES

Creating a New Folder

1. From the buttons in the top left area of the page, select **New Folder**.

2. Type in a name for the new folder and click **Create**.

Putting References into a Folder

1. Check the check box to the left of the reference(s) being moved.

2. In the **References** tab, select the folder icon. Choose the folder you want to move your reference to from the list that shows up.