

## Using Refworks to Create Your Reference Citations and Bibliographies

**Refworks** is an online software tool that helps you create APA in-text citations and citations for References pages and other bibliographies. It is integrated into the Cambridge College Online Library so that it can be used automatically from our EBSCOHost, Wilson Select Plus, Worldcat, and Digital Dissertations Abstracts databases. From all other sources, Refworks lets you enter information manually. The CCOL version is set by default to APA style, but other styles may be chosen. You can also import information from other citation software such as EndNote into Refworks.

Refworks is a beautifully designed product, but it takes most people some time and effort to learn to use it. All training, instruction, and support for Refworks will be provided by Refworks. Their website provides excellent instructional materials. Live instructional webinars are also available. Cambridge College instructors, tutors, and library services will refer you to the Refworks site for all instruction and support.

**VERY IMPORTANT: If at any time Refworks asks for your Group Code, which cannot be posted here,**

- **From the CCOL HOME page, click *Refworks – Create Citations!***
- **The group code will be on the page that opens**

**To log into Refworks in the CCOL (recommended way):**

- Log into the Cambridge College Online Library (CCOL)
- On the CCOL HOME page, click *Refworks: Create Citations!*
- When you get to this screen:

- Returning users: enter your individual Log In name and password
- **First-time users:** click *New to Refworks? Sign up for an individual account.* (**NOTE:** Do not try to use the *Login Using Your Group Code* link at this point. It is not used to create your individual account!)
  - You must first create an individual account
  - Log in using your new individual Log in Name and password
  - On the Congratulations! Page, before using Refworks, please see the Tutorial and Getting Started links

### Group Code Log In (NOT the recommended way!)

To use Refworks from outside of the CCOL, with the understanding that **you will not be able** to transfer information automatically from our databases and some other limitations:

- Go to <https://www.refworks.com/RWSingle/login.asp?WNCLang=false>
- Our Group Code cannot be posted here. For further info, see above in this handout
- Log in with your individual Log In Name and Password)

**NOTE: Please follow APA style for all Cambridge College papers.** A link to “APA Style Instructions” can be found on Research Resources page. Click to it from the main menu of the CCOL or go directly to <http://www.cambridgecollege.edu/library/research.cfm> Please note that in APA style, a page entitled “References,” listing all sources cited in the text, is required. A bibliography page of all sources consulted is not required.

## Refworks Online Instruction:

Brief instructional video tutorials for various common skills are at <http://www.refworks.com/tutorial/>

The Quick Start guide in PDF is at [http://www.refworks.com/content/documents/RefWorks\\_Quick\\_Start\\_Guide.pdf](http://www.refworks.com/content/documents/RefWorks_Quick_Start_Guide.pdf)

FAQs are at [http://www.refworks.com/content/path\\_learn/faqs.asp](http://www.refworks.com/content/path_learn/faqs.asp)

Refworks provides materials which are not on their public website. Contact [maida.tilchen@cambridgecollege.edu](mailto:maida.tilchen@cambridgecollege.edu) for these:

- Refworks Fundamentals Workbook
- Converting from Other Bibliographic Software
- Converting from Microsoft Access, Excel and Word
- RefWorks Sample Training Outline (if you want to do Refworks instruction)
- RefWorks Basic Feature Training Leader Guides (if you want to do Refworks instruction)

## Refworks Live Webinar Training:

Webinars are free, live, online training sessions using WebEx and conference call phone. You will need an internet computer and a phone to take part. If you have never used webinar technology, which lets everyone join an online class, chat, talk, and view a shared webpage or white board, this a great chance to try it. Be sure to start early so you can follow Refwork's instructions to make sure your computer has all the tools it needs for you to view the webinar. You can watch the webinars at CC computer labs if you can bring a phone.

Refworks currently offers fundamental and advanced webinars, plus occasional others. The schedule is at <http://www.refworks.com/content/webinars/default.asp#RefWorksFundamentals>

During the 2007-2008 school year, Refworks will provide four live webinars just for Cambridge College users. These webinars will cover how to cite automatically from our EBSCOHost and Wilson Select Plus databases. To be informed when webinars are scheduled, contact [maida.tilchen@cambridgecollege.edu](mailto:maida.tilchen@cambridgecollege.edu)

## How to automatically create citations from your results in CCOL databases:

Note: Citations can always be created by the manual method if the automatic method doesn't work or your source is another database, website, book, video, or other media; or if you are using Refworks from outside CCOL. For instructions on the manual method, see the video tutorial "Entering References Manually" at <http://www.refworks.com/tutorial/> or in the Quick Start Guide at [http://www.refworks.com/content/documents/RefWorks\\_Quick\\_Start\\_Guide.pdf](http://www.refworks.com/content/documents/RefWorks_Quick_Start_Guide.pdf)

## To automatically create citations from all EBSCOhost databases in CCOL

For Direct Export:

1. Conduct a search.
2. Click on the **Add** folder icon to the right of any results you want to save.
3. Click on the **Folder has items** link, above the **Results List** on the right side of the screen.
4. Click on **Export**.
5. Click the radio button in front of **Direct Export to RefWorks** to initiate a direct export.

**Note:** Uncheck the **Remove these items from folder after saving option**, if you want items to remain in the folder after performing the export function.

7. Click the **Save** button to begin the direct export.
8. Your records should appear in the **Last Imported Folder**.

#### **To Manually Save and Export Records:**

1. Click on the **Add folder** icon to the right of any results.
2. Click on the **Folder has items link**, above the **Results List** on the right side of the screen.
3. Click on **Export**.
4. Click the radio button in front of **Generic bibliographic management software**.

**Note:** Uncheck the **Remove these items from folder after saving option**, if you want items to remain in the folder after performing the export function.

6. Click **Save**.
7. From the **File** menu select **Save As**.
8. Select the location where you want to save the file, type the name you want and select **Text** as the **Save As Type**.
9. Log in to **RefWorks**.
10. Select **References/Import** from the toolbar.
11. Select **EBSCOhost** as the data source and the appropriate database you searched from.
12. **Browse** to find the text file you saved to your computer.
13. Click **Import**.
14. Your records should appear in the **Last Imported Folder**.

### **To automatically create citations from Wilson Select Plus and WorldCat (OCLC FirstSearch)**

#### **For Direct Export:**

1. From your search results mark the references you want to import and click **Export**.
2. To do a direct export, select **RefWorks** in the **Export to:** section.
3. The export will open **RefWorks** if it is not already open and automatically import the references.
4. Your records should appear in the **Last Imported Folder**.

#### **To Manually Save and Export Records:**

1. To save to a text file, select **Text File** in the **Export to:** section.
2. Using your browser's **Save As** function, navigate to the local drive and directory where you want to save the file.
3. The page URL displays as the default name. Under **File name**, type the file name to be saved. Assign a name that helps you locate the file later on.
4. Select **Text** as the file type.
5. Click **Save**.
6. Log in to **RefWorks**.
7. Select **References/Import** from the toolbar.
8. Select **OCLC FirstSearch** as the data source and select the appropriate database.

9. **Browse** to find the text file you saved to your computer.
10. Click **Import**.
11. Your records should appear in the **Last Imported Folder**.

### **To automatically create citations from ProQuest Digital Dissertations**

1. Perform a search and mark the references you want to export.
2. Click on **Marked list**.
3. Click **Download**.
4. Choose your **output format** (either **citation** or **citation + abstract**)
5. Click **Download**.
6. Select the location where you want to save the file and type the file name.
7. Log in to **RefWorks**.
8. Select **References/Import** from the toolbar.
9. Select **ProQuest Digital Dissertations** as the data source and as the database.
10. **Browse** to find the text file you saved to your computer.
11. Click **Import**.
12. Your records should appear in the **Last Imported Folder**.

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