





RefWorks is a web-based research tool, allowing you to:

- Export citations directly from library databases;
- Use  to access full-text from within RefWorks;
- Manage & organize citations in folders for easy access;
- Share folders with study groups or colleagues.

For help, contact Stephanie Davis-Kahl (sdaviska@iwu.edu)

### Importing Citations from Library Databases

1. In the database of your choice, do a search;
2. Mark records of interest to you;
3. Under the save or export function within the database, select RefWorks (see next page for more information);
4. RefWorks will automatically open and prompt you to login;
5. After you login, or if RefWorks is already open, your records will automatically import into RefWorks;
6. Use  to access items full-text or request through ILLiad.

### Export Pathways for Selected Ames Library Databases

#### BIOSIS Previews, CINAHL & PsycINFO (OVID):

- Results Manager -> Direct Export option -> Click Save link -> Select RefWorks option

#### EconLit, Environmental Sciences and Pollution Mgmt., ERIC, PAIS, Sociological Abstracts, Philosopher's Index, Political Science Abstracts (CSA):

- Click RefWorks link -> Click Export to RefWorks button

#### ABI Inform, Alternative Press Index, Art Abstracts, Books in Print, Business Dateline, WilsonSelect, WorldCat (FirstSearch):

- Click Export button -> Select RefWorks option -> Click Export



#### Academic Search Premier, Education Abstracts, Essay & General Literature (EBSCO):

- Click on Folder icon -> Click Direct Export -> Select Direct Export to RefWorks -> Click Save



#### America: History & Life, Historical Abstracts (ABC-CLIO):

- Select records -> Export Options -> Select Personal List -> Select RefWorks -> Click Export Records -> Click Export to RefWorks

#### MEDLINE, Science Citation Index, Social Science Citation Index, Arts & Humanities Citation Index (ISI - Web of Science):

1. Mark records, click ;
2. Click ;
3. Save the resulting .txt or .cgi file to the Desktop or a folder;
4. Open RefWorks and login;
5. Click on References → Import;
6. Select Import Filter/Data Source: ISI Institute for Scientific Information;
7. Select Database Name: Web of Science;
8. Click Browse; find and select your saved records;
9. Click Open; Click Import.

#### Lexis-Nexis:

1. Search and mark records of interest;
2. Click the  icon on the far right side of the search screen;
3. Make sure "Tagged Documents" is selected;
4. Click ;
5. Log in to RefWorks; records will download automatically to the Last Imported folder.

#### JSTOR:

1. Conduct your search and click the Save Citations link for records to export;
2. Click on the **View Saved Citations** link to retrieve records;
3. Click on **Directly export citations into RefWorks**;
4. Log in to RefWorks; records will download automatically to the Last Imported folder.

### The Ames Library Catalog/I-Share:

1. Search the catalog for a title, keyword, author, etc.
2. Mark records of interest;
3. At the bottom of the Titles page, select **Full Record** from the pull-down menu;
4. Click on **Print/Save** button;
5. Records should display in same window;
6. Go to File, select Save Page As...;
7. Save records to the Desktop or a folder .txt or .cgi format;
8. Open RefWorks in a new window;
9. Click on **References**, select **Import**;
10. Select **Illinois Wesleyan University** as Import Filter;
11. Select **Ames Library/I-Share** as Database;
12. Click Browse and select saved file;
13. Specify folder (optional);
14. Click **Import** button at bottom of RefWorks page;
15. Records will import into specified folder or Last Imported Folder. (Remember to save citations from Last Imported into another folder to avoid losing your work.
16. Click the Back button to return to your online catalog search.

### For other pathways:

1. Login to RefWorks;
2. Click **Help**;
3. Select **Help** from pull down menu;
4. Click on **Building your Database**;
5. Click on **Using Direct Export**;
6. Click on **Exporting from a Data Service**;
7. Scroll down to list of databases;
8. Click on database name for export instructions.

### Creating Annotated Bibliographies

Select one of the annotated styles (APA, MLA, Chicago, Turabian), and make sure to use the Notes field to add annotations.

### Importing Citations from Previously Saved Files

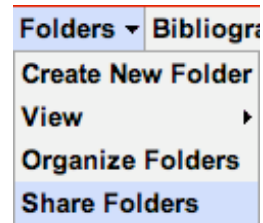
In order for RefWorks to import correctly, citations must be in **tagged format**. If you have an un-tagged document, there are three options for importing previously saved citations into RefWorks:

1. Repeat your search in database and import directly from the database;
2. Manually enter the citations into RefWorks (References → Add New Reference);
3. Add RefWorks tags to document, then import as a saved file (Help → Index → Scroll down to RefWorks → Select Tagged Format for instructions).

### How to Use RefShare:

RefShare allows you to share your folders with others within IWU. You can even share with classmates and colleagues off-campus - no RefWorks account is necessary.

1. Create a folder and save citations into it. You must save citations to a folder before you can share;
2. Click the Folders tab and select Share Folders;



3. To enable sharing a folder, click **Share Folder**;
4. You can allow for users of your folder to print, export, or generate a bibliography with your folder, to comment on your records, or to email you.
5. Click **E-mail URL** to send the link to your shared folder to classmates and colleagues.

To access RefWorks from off-campus, use our Group Code: rwillwesu.

For more information about RefWorks, please see the Ames Library RefWorks webpage: <http://www2.iwu.edu/library/tools/RefWorks.shtml>.

### Need Help?

Contact us at Ask a Librarian

Phone: x3350 / Email: [ask\\_us@titan.iwu.edu](mailto:ask_us@titan.iwu.edu) / IM AskAmes

Updated 09/2007