





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

- Import citations directly from library databases;
- Use  to access full-text from within RefWorks ;
- Manage & organize citations in folders for easy access;
- Set up accounts for group work with peers or colleagues.

Hint: Remember to log onto RefWorks first when doing your research - it makes importing/exporting so much easier.

### Export Pathways for Selected Ames Library Databases


#### MLA, ERIC, Educational Abstracts, Essay & General Literature Index (EBSCO):

- Select items to be exported. Click on Export icon 
- Select Direct Export to RefWorks
- Click Save

#### PsycINFO (OVID):

- Select the desired items to be exported. Click on the Export icon
- In **Export Citation List** choose Export To: RefWorks. Then select fields you want to display.
- Click Export Citation(s) Save

#### ABI Inform, Business & Industry, Articles First, Medline, WorldCat, (First Search):

- Conduct your search and select records to export
- Click on Exporting button -  Select Export to RefWorks. Then click Export.

#### JSTOR & ARTstor:

1. Select the desired item(s) and click the Export Citation.
2. Click on RefWorks

### Importing Websites using RefGrab-It


1. To use RefGrab-It, you must download a bookmarklet in your Brower. For instructions, go to: Tools -> RefGrab-It.
2. After setting up the bookmarklet, surf to a site of interest and click the RefGrab-It bookmark in your Bookmarks Toolbar.
3. Click the Import button; the site will download automatically into your account

#### The On-Line Catalog/I-Share:

You can copy the item's citation from the catalog using the following instructions.

1. After searching, select the desired item. Above the title of the item select **Cite this**.
2. A window will pop up with the APA Citation and MLA citation that can be copied and pasted to your desired location.

### Importing Citations from Other 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 ILL.
7. On this library web page is a full list of databases with instructions for exactly how to export to RefWorks.
8. <http://www.iwu.edu/library/tools/RefWorks.shtml>

### For Additional Import Pathways:

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

### 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:

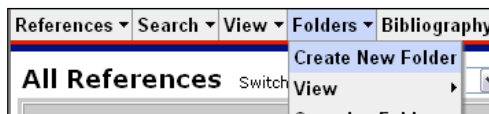
- Repeat your search in database and import directly from the database;
- Manually enter the citations into see toolbar: References: Add New Reference;
- Add RefWorks tags to document, then import as a saved file (Help → Index → Scroll down to RefWorks → Select Tagged Format for instructions).

### Importing Citations from Endnote or ProCite

RefWorks will import citations from EndNote and ProCite as well as other citation manager programs. See Quick Start Guide for more information, or go to RefWorks Help → Building your

Database → Converting from Other Bibliographic Management Programs for specific instructions.

### Organizing your Research - Setting up Folders



1. Click on Folders tab;
2. Select Create Folder;
3. Name Folder, click OK.

### Adding Citations to Folders

| Last Imported              |
|----------------------------|
| References Not in a Folder |
| Anthro 300                 |
| Business Research          |
| Gateway                    |
| Senior Seminar             |

1. Select citations in RefWorks;
2. Click the Put in Folder menu;
3. Select a Folder, click OK.

### Off-Campus Access:

You can access RefWorks from off-campus using the Group Code: rwillwesu. You must have your login and password also.

### Need Help?

Contact us at Ask a Librarian

Phone: x3350 / Email: ask\_us@iwu.edu / IM AskAmes

Updated November 2010