

Refworks Tutorial

ADDING A NEW REFERENCE

1. Go to www.refworks.com
2. Click the “Login” Button above the giant quotation marks



The screenshot shows the RefWorks homepage. At the top left is the RefWorks logo. To the right are links for "Contact Us", "Site Map", and "Employer". Below the logo is a green puzzle piece icon with the text "Click here to download plugin." A navigation menu contains "Login", "Products", "Testimonials", "Trial Request", and "About Us". A green arrow points to the "Login" link. Below the navigation menu is a testimonial section with a large quotation mark icon and text: "I have used reference database software for many years. RefWorks is the most intuitive and least problematic of any software that I have used. It permits me to capture the reference information for the online resources more effectively than other tools. I am also impressed by the responsiveness of the RefWorks development team. Personally, I have...". To the right of the testimonial is a "NEWS" section with two items: "New Partnerships with Serial Solutions and WebFeat" and "Spring Feature Release: Attachment Feature Official Launch, March 2007". Below that is an "EVENTS" section with two items: "IFLA August 19, 2007" and "ADBUs September 13, 2007". At the bottom left, it says "Connecting to mail.google.com..."

3. If you don't already have an account click the “sign up for an individual account” link



The screenshot shows the RefWorks login center in a Mozilla Firefox browser window. The browser address bar shows "https://www.refworks.com/Refworks/login.asp?WNCLang=false". The page title is "RefWorks Login" and the URL is "https://www.refworks.com/Refworks/login.asp?WNCLang=false". The page content includes the RefWorks logo and "login center" text. Below that is a navigation menu with "Home", "Administration", "Contact Us", "Tutorial", and "Help". A "Language" dropdown menu is also visible. The main content area says "Welcome to RefWorks" and "Your Online Personal Database and Bibliography Creator". A "RefWorks User Login for Antioch University Seattle" box is centered on the page. Inside this box, there is a "New to RefWorks?" section with a link "Sign up for an Individual Account" highlighted by a green arrow. Below this are input fields for "Log-in Name" and "Password", a "Forgot your log-in?" link, and a link for "Athens Users". There is also a "Not your Organization?" section with a link "Login using your Group Code". At the bottom of the box is a "Login" button. Below the box is a link for "RefWorks Terms and Conditions". At the very bottom, it says "© 2007 RefWorks. All rights reserved."

4. Fill out your information and click register

New User Information for Antioch University Seattle
(All fields are required)

Your Name:

Login Name:

Password:

Re-enter Password:

E-Mail Address:

Type of User: **Select a User Type**

Area of Focus: **Select a Focus Area**

[Back to RefWorks Login](#)

Welcome to RefWorks
Your Online Personal Database and Bibliography Creator

With **RefWorks** you can:

- create your own personal database
- import references from your institution's databases
- automatically format your papers and bibliographies in seconds

Get started now with four easy steps:

1. Enter your subscriber information.
2. Create a database by automatically importing data from online services or by typing references in manually.
3. Create a paper in your word processor inserting reference ID numbers in the locations you want to cite references. Save and close the file.
4. From **RefWorks** click on Bibliography and select the paper you just saved and the output style in which you want it created. Click on Create Bibliography and save the document to disk.

That's it...your paper is formatted correctly and the bibliography automatically created.

5. When that's complete your window should look like this:

Refworks Web Based Bibliographic Management Software - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.refworks.com/Refworks/mainframe.asp?tsmp=1183481871717

RefWorks Welcome, tryout. [Log o](#)
Antioch University Seatt

References Search View Folders Bibliography Tools Help Search RefWorks Go

Congratulations!
You have successfully set up your **RefWorks** account. As a new user to the service, we recommend you view the online [Tutorial](#) before getting started.

Getting Started

Step 1: [Create Your Personal Database](#)

- Importing data directly from online databases
- Importing data from saved text files
- Importing records from other bibliographic management programs
- Adding references manually

Step 2: [Write Your Paper Using References From Your Database](#)

- Using Write-N-Cite
- Using One Line/Cite View

Step 3: [Create Your Bibliography](#)

- From your reference list
- From your paper

Need additional assistance getting started with RefWorks?
Why not view the Quick Start Guide?

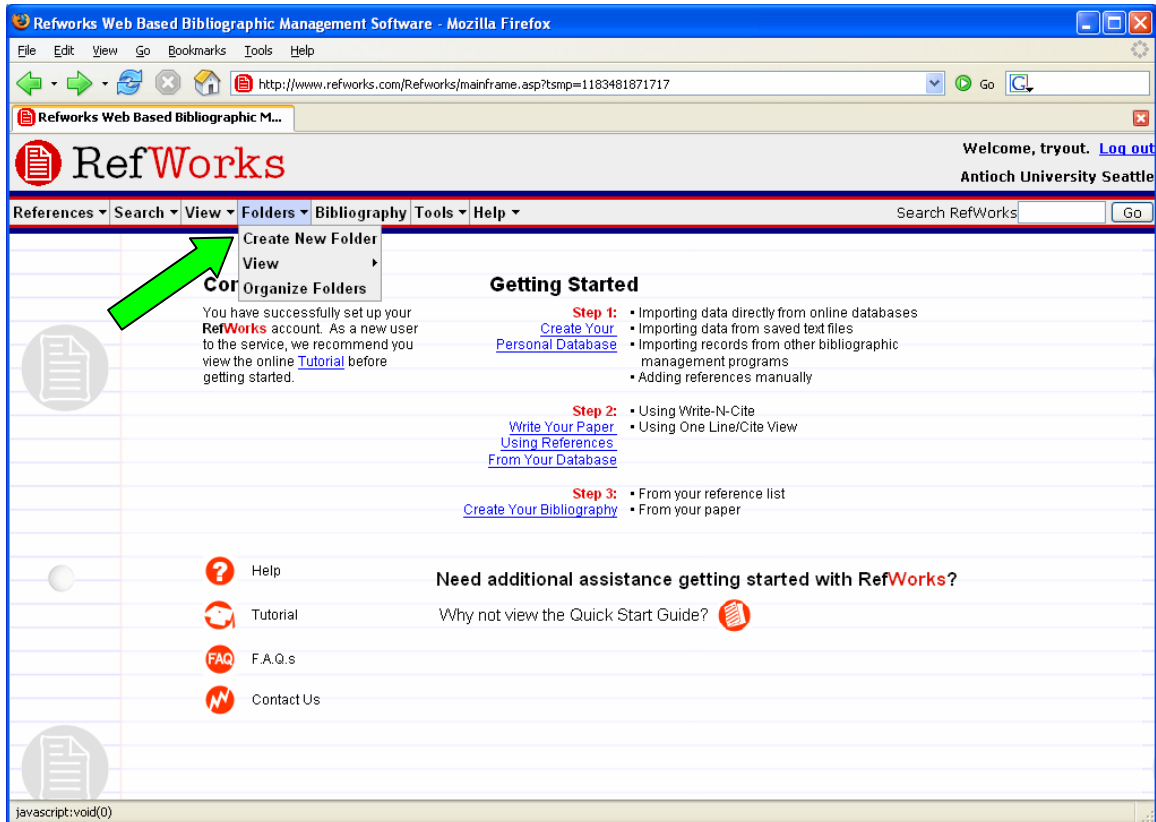
[Help](#) [Tutorial](#) [F.A.Q.s](#)

6. This is your homepage, and right now you do not have references in your account. Let's fix that!

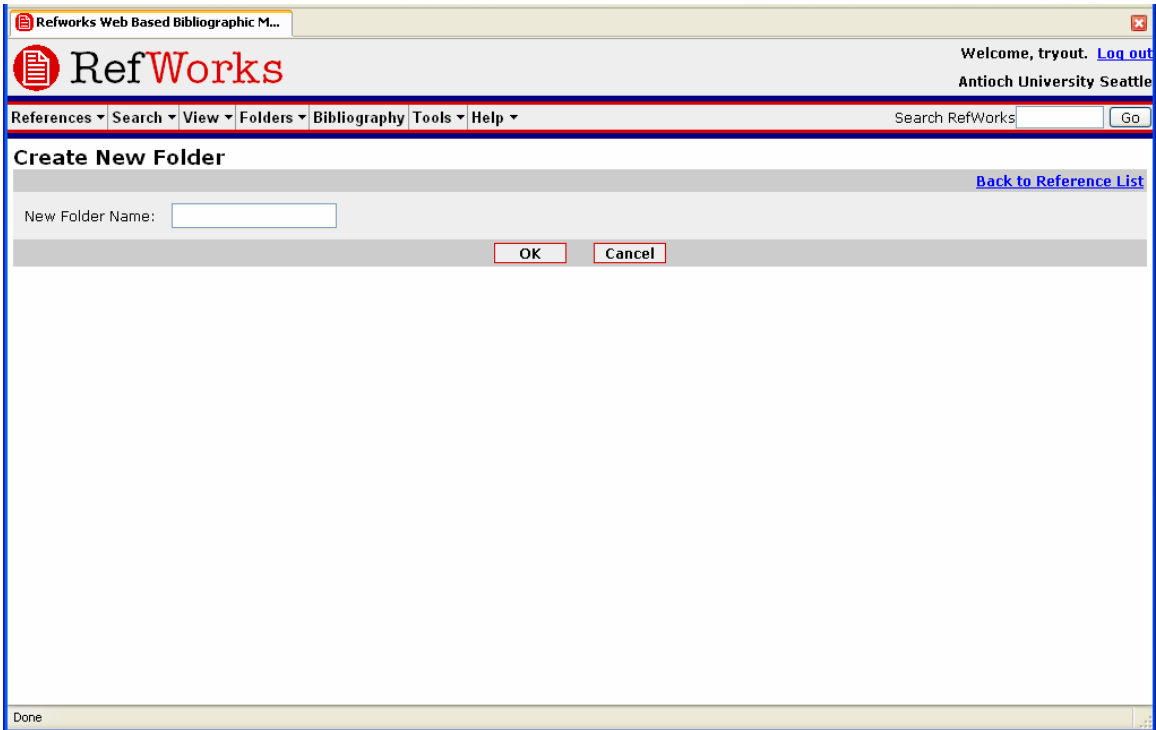
7. First we need to create a folder where you can store your references. You can create as many as you want, but for the purpose of this tutorial, let's make one.

8. Click on "folders"

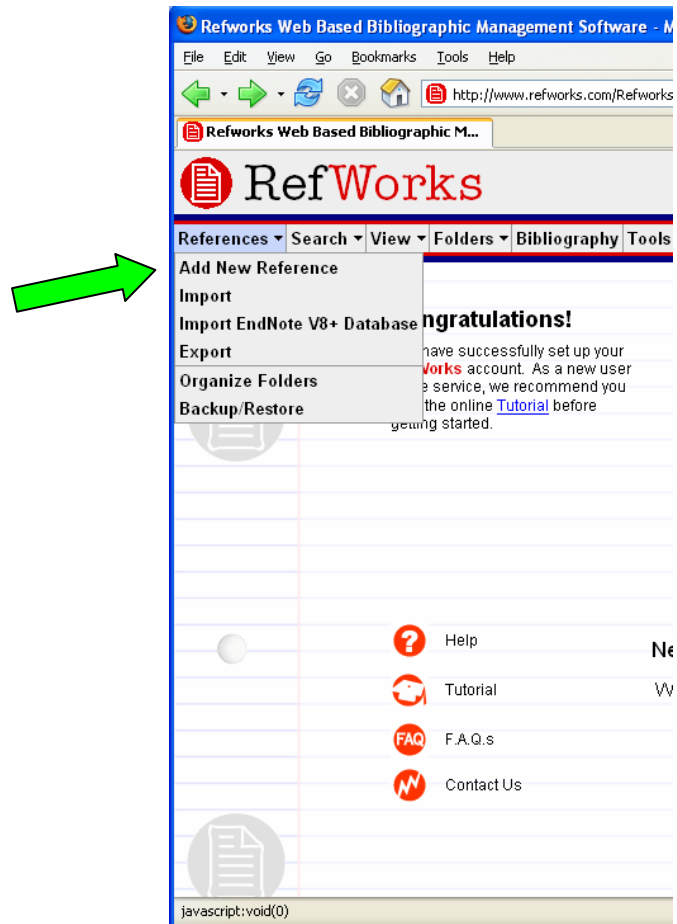
9. Click on "create new folders"



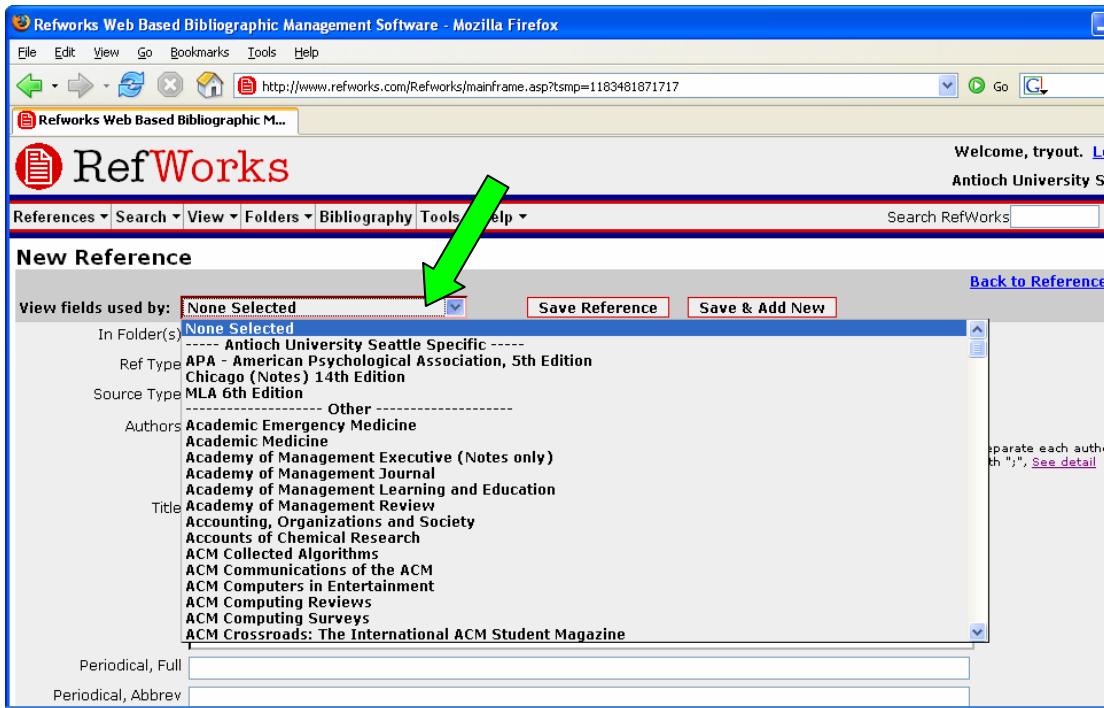
10. Give your folder a title and click "OK"



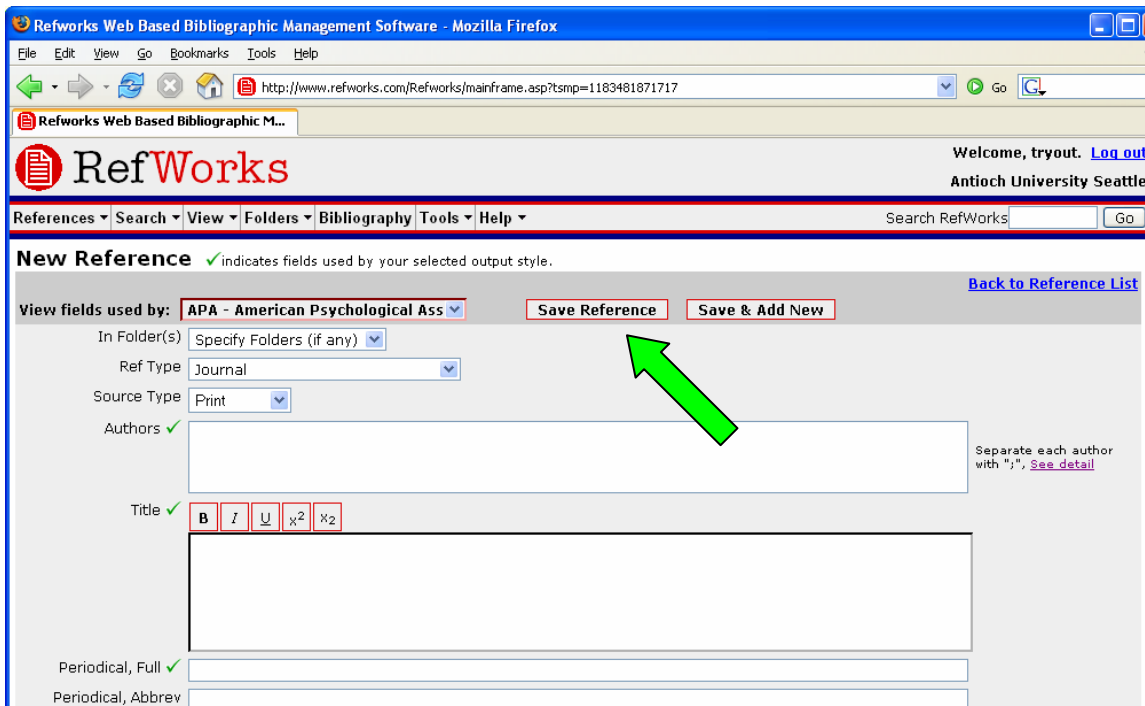
11. Next go to “References” and “Add a New Reference”



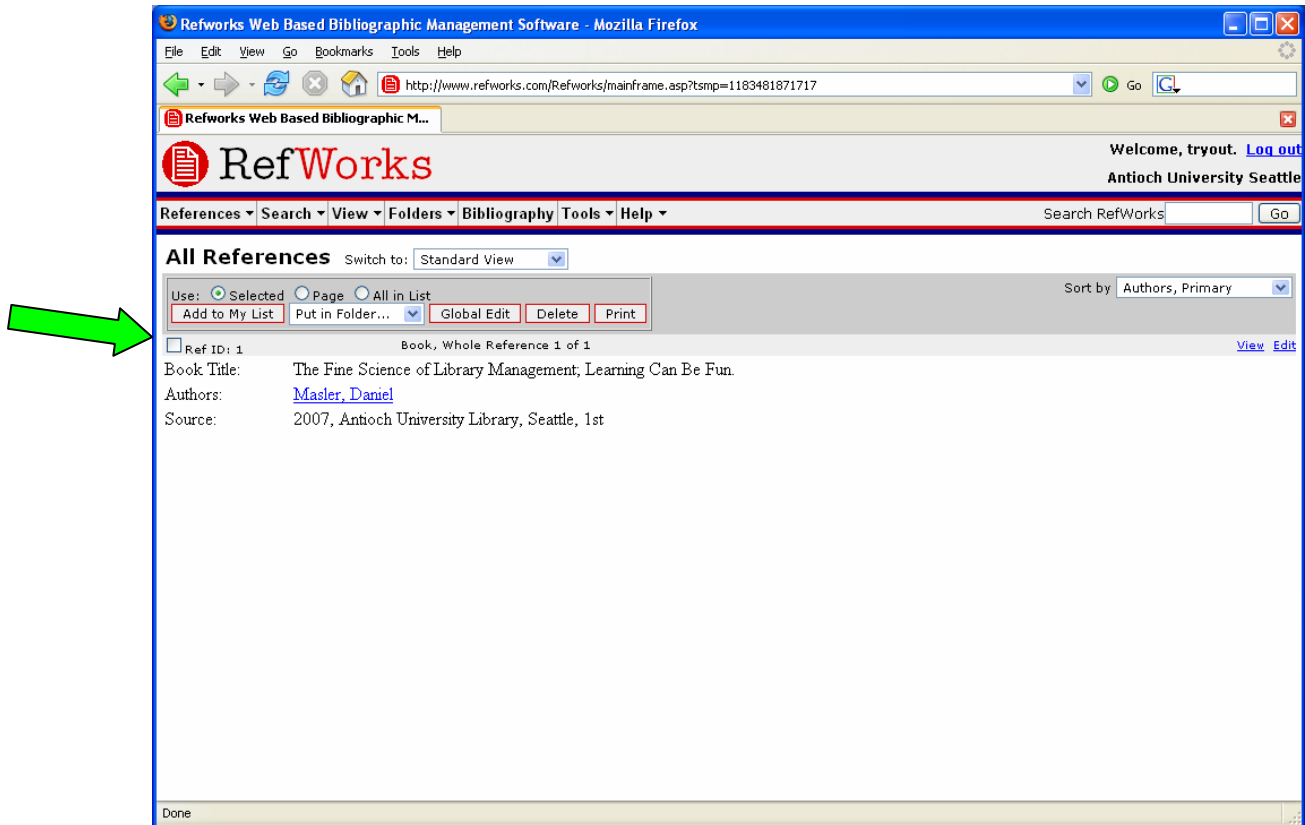
12. Select your output style in the “view fields used by”. Most likely you’ll want APA 5th edition.



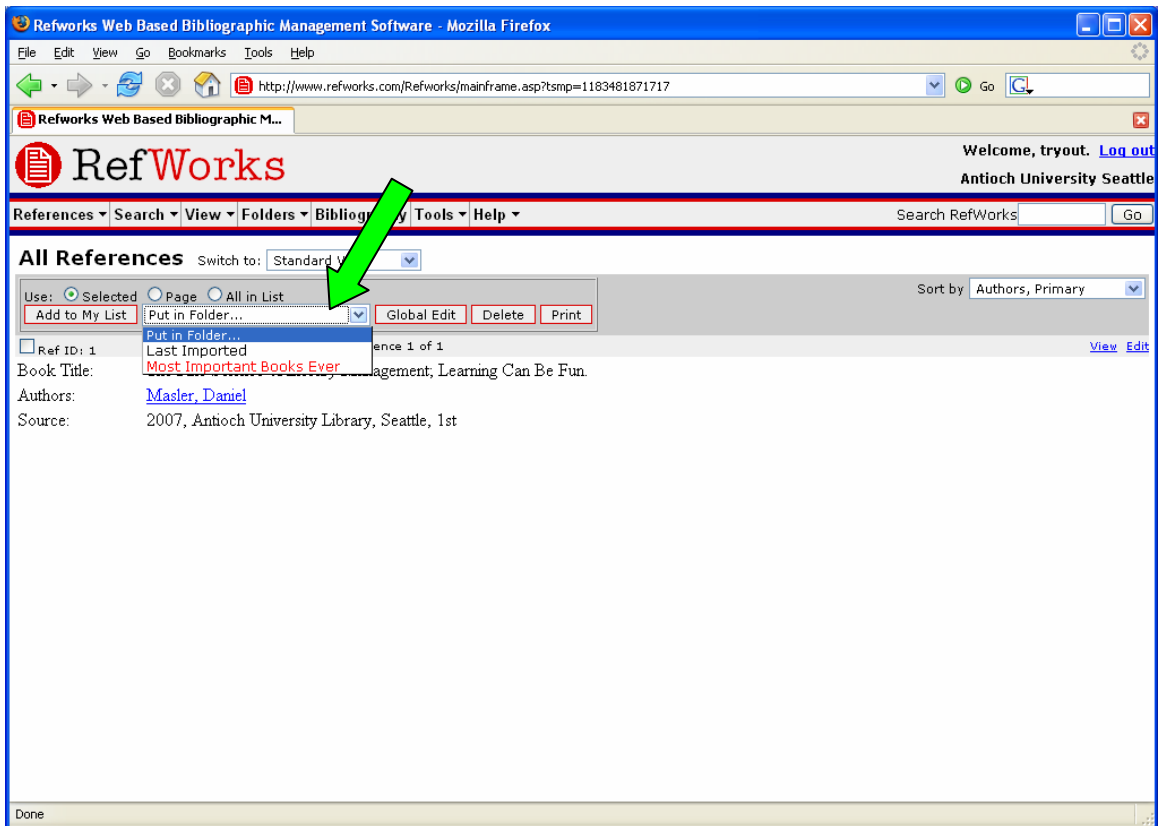
13. Then begin filling in the fields with Green Checks. Those are fields used by that output style. Try to fill in as many as you can, but some of them will not be relevant.



14. Once that is complete click the “Save Reference” (see above)
15. Click on “View” then “View all References”



16. Check the “Ref I.D.” box and then “put in folder”



17. You have successfully imported a reference and organized it in your account. Well done.