

RefWorks

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RefWorks

Log In to RefWorks or Set Up an Account

- Go to www.refworks.com/refworks from an IP authenticated computer.
- Log in if you have an account.
- If not, click on “**Sign Up for an Individual Account**”.
- Enter the required information and click on Register. Once registered, RefWorks opens to a list of links that provide information about how to use RefWorks.

There are different ways to add references to RefWorks that depend on the interaction that has been set up between RefWorks and the database from which the references are being downloaded or exported.

Direct Export

- There may be a seamless export between a database and RefWorks
- This is particularly true if the database is owned by the same company such as Cambridge Scientific Abstracts or RefWorks has a partnership with another database. For example, RefWorks and Scopus have a partnership where Scopus references can be exported seamlessly into RefWorks.

Less Direct Export

Exporting from CINAHL

- Access CINAHL via the HSL website Express Links or the Biomedical and Nursing Databases page
<http://www.libraries.uc.edu/libraries/hsl/reference/elec/Biodb.cfm>
- Do a search in the CINAHL database.
- Click on the “**Store all on page**” button directly about the citations
- Click on the “**Stored Records**” button at the top of the page
- On the Stored Records page, click on **Export Records**
- On the Export page, click in front of **Direct Export to RefWorks** on the left
- Then click on **Export Now** on the right
- If you’re logged into RefWorks, the references go right in. If not, you will be asked to log into RefWorks
- Click on **View last imported folder**
- To create a folder for the references, go to the Folders menu > Create New Folders > name the folder
- To move the references into that folder, click next to All in List > Put in Folder > select named folder

RefWorks

Exporting from ProQuest Nursing and Allied Health Source

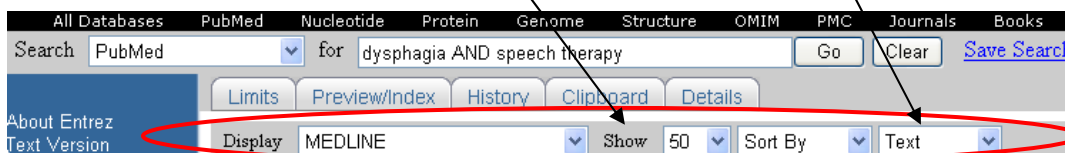
There are supposed to be 2 export options from this database; a direct export and a manual export. At the moment, the direct export function is not working. The manual export involves a few more steps.

To Manually Save and Export Records

- Perform a search and mark the references you want to export.
- You can choose to **Export the items now** or add them to **My Research** and add additional records for exporting later. If you add the records to **My Research**, select that folder tab when you are ready to export. If you choose to **export only the selected records on that page**, skip to **“Download”** below.
- From **My Research**, select **Export Citations**.
- **“Download”**: Select **Download** in a format compatible with **ProCite, EndNote, Reference Manager and RefWorks**.
- Select **Save As** from your browser and select **Text** as the **Save As** file type. Save to your desktop.
- Log in to **RefWorks**.
- Select **References/Import** from the toolbar.
- Select **RIS Format** as the data source and database.
- **Browse** to find the text file you saved to your desktop.
- Click **Import**.
- Your records should appear in the **Last Imported Folder**.
- Go to **Folders** menu > **Create New Folders** > and name the folder
- To move the references into that folder, click next to **All in List** > **Put in Folder** > select the named folder

Exporting from PubMed

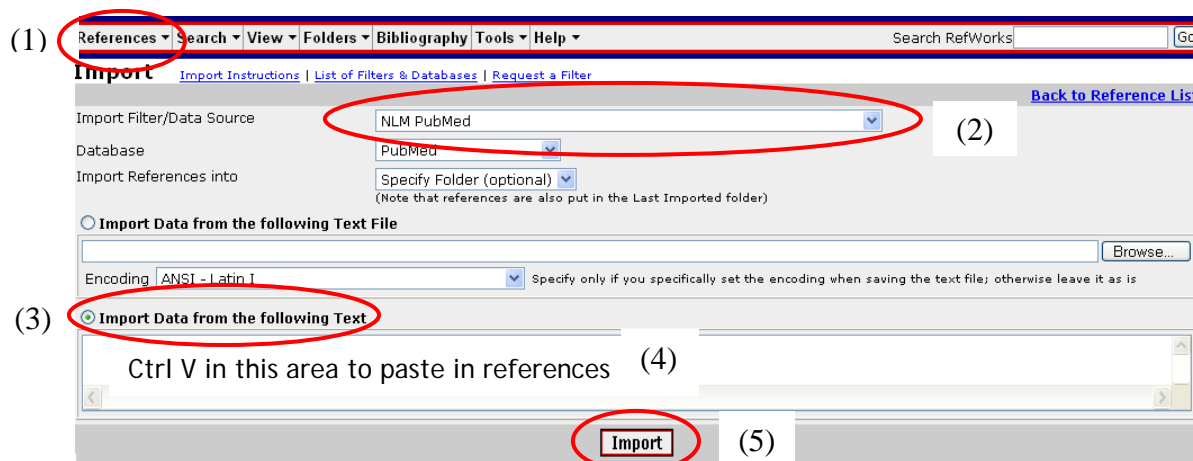
- Go to PubMed from the HSL website if you also want to access the full text journal articles to which HSL subscribes:
<http://www.libraries.uc.edu/libraries/hsl/> > **MEDLINE (PubMed)** from **Express Links** or the menu on the left > **PubMed** on the next page
- Open PubMed from the HSL website and perform a search
- To export references, pull the **Display** menu down and select **MEDLINE** (tags are important to RefWorks)
- Select a number from the **Show** menu and then **Send to Text**



- On the text page, do a **Ctrl A** to highlight it and then a **Ctrl C** to copy it

RefWorks

- Open RefWorks, click on the References (1) menu and click on Import
- Choose NLM/PubMed (2) as the input filter/data source
- Click in front of Import Data from the following text (3)
- Do a Ctrl V (4) to paste the references in, then click on Import (5)



- Go to Folders menu > Create New Folders > and name the folder
- To move the references into that folder, click next to All in List > Put in Folder > select the named folder

Another Option for PubMed: RefGrab-It

Go to the HSL website for an [online tutorial](http://www.libraries.uc.edu/libraries/hsl/reference/elec/refworks.cfm) on how to export references from PubMed using RefGrab-It

<http://www.libraries.uc.edu/libraries/hsl/reference/elec/refworks.cfm>

Set up RefGrab-It

- In RefWorks, go to Tools > RefGrab-It > R-click > choose Favorites > it then moves to your Favorites list
- Check Favorites to make sure it's there
- Open PubMed from the HSL website <http://www.libraries.uc.edu/libraries/hsl/>. Click on Medline (PubMed) under Express Links in the center of the page.
- Do your search in PubMed
- RefGrab-It works by using the PMID (PubMed ID) number so it won't work to select citations unless you send those you've selected to the Clipboard. You may have to turn off pop-up blocking.
- Increase the number on the first page of citations to 50 > go to Favorites > RefGrab-It to Export them all to RefWorks.

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- RefGrab-It will only grab 50 references at a time so if you want more, grab one page and then move on to the next page.
- Or if you want to go through the citations and select some but not others, **click in front of the ones you want > pull down the Send To menu > select Clipboard.**
- Once you've sent citations to Clipboard, click on the Clipboard tab to view them and export them to RefWorks.
- Go to **Favorites > RefGrab-It > to export to RefWorks.**
- **A RefWorks window opens > click on the Other Info tab to see the citations > click on Articles > choose specific citations or All in List > click on the Import button.**
- RefWorks will begin to blink at you from the task bar at the bottom of the screen. Click on it and View Last Imported Folder to see the citations you just imported.
- Folders > Create New Folders > name the folder
- Click next to All in List > Put in Folder > select the named folder

RefWorks: Scopus Edition

Another example of seamless export is from the Scopus database to RefWorks. RefWorks and Scopus have partnered so that there is not only a seamless export between them but once Scopus references have been exported to RefWorks, there is a permanent and dynamic link between Scopus references and the Scopus database.

Google Scholar Provides Direct Export Capability

RefWorks users can now set an export preference to send data from Google Scholar to their RefWorks account with the click of a button.

Set Up Direct Export in Google Scholar

- From the Google Scholar search page, <http://scholar.google.com/> click on the Scholars Preferences link.
- Scroll down to the **Bibliography Manager** section.
- Select **Show Links to Import into** and select **RefWorks** from the drop-down.
- Click **Save Preferences**.

Bibliography Manager Don't show any citation import links.

Show links to import citations into RefWorks

Save your preferences when finished and return to search. Save Preferences

(Note: Setting preferences will not work if you have disabled cookies in your browser.)

RefWorks

To Initiate a Direct Export to RefWorks

- Conduct a search in Google Scholar for **Tornado Alley**
- Each record displayed will have an **Import into RefWorks** link. Clicking on the link will launch the RefWorks login page.
- Once you log in, you are brought automatically to the **Edit** view of the reference. If you do not wish to edit the record, you can save it or navigate to any other area of RefWorks.
- Your record is stored in your **Last Imported Folder**.
- Create a folder and move the reference into the folder.

Add References by Hand or Copy/Paste

RefWorks accepts references from a web page, newspaper article, electronic journal, etc.

- To type in a reference, go to the **References menu** > choose **Add New Reference**
- In dialog box > Ref Type = Book, Whole
- If you choose a particular journal or publication style from the "View fields used by" pull down menu, you must fill in the "required" fields that have a green checkmark beside them.
- Type in: author's name, book title, publication year, number of pages, etc. according to the required fields for that publication style.
- Save Reference
- Folders > Create New Folders > name it audiology

Search Tools

- Once the new folder is created, the reference seems to disappear
- To find it, go to the **Search menu** and select **Author Search** or any of the other search choices
- Type author's name into Quick Search or
- Click on the author button > click on H for Haughton. Notice you can edit the author's name if needed.
- Put the reference into the biomechanics folder
- Ability to search by **Descriptor** (click on button and browse) or **Periodical** (click on button and browse)

Search Online Database

- Permits a quick search of an online database
- Ex: select **PubMed** and do another search for **dysphagia AND speech therapy**.
- Don't recommend; unable to refine search as much as in PubMed
- When the search results page opens, click in front of all in page and move the references into the hypertension folder

RefWorks

View Duplicates

- To find duplicate references, go to the **View menu** > select **Duplicates** > **Close Match** (Close match means it will pick up slight differences like “and vs &” or “JAMA vs Journal of the American Medical Association”)
- **Click in front of the duplicates** you wish to delete and click on the **Delete button** at the top or bottom of the references.

RSS Feeds

- Another RefWorks feature is the ability to add an RSS (Really Simple Syndication) feed to RefWorks
- To do so, go to the **Search menu** and click on the last item **RSS Feed**
- Go to a website publication that provides an RSS feed like Brain and Language in the OhioLINK EJC.
- In the box to the right, look for the orange RSS icon and do a right-click on it. Then select copy shortcut and paste it into the RSS Feed field in RefWorks
- After you save the RSS Feed into RefWorks, a link appears that will retrieve references from Brain and Language each time you click on it. The references link directly back to the source, be it a journal or a blog.

Folder Options

- Open any folder that contains references. Inside a folder, options include:
- **Add to My List:** allows you to select references from multiple views, search results and folders and place them together in a temporary folder for printing, exporting, editing or deleting. The references that you add to your list are only available during the current RefWorks session. When you exit RefWorks, your list is cleared.
- **Put in Folder:** move references into another folder
- **Remove from Folder**
- Do a **Global Edit** and **Select All in List** > from the pull down menu of fields, scroll down to **Identifying Phrase** > type something descriptive > append to existing data > OK
- Click on View to see where the phrase was added to the reference
- **Delete:** delete completely from RefWorks
- **Print**
- **Sort** by authors, publication year, etc.
- **View or Edit** the reference
- **Article Linker:** link to the full text article when available (just one place to find full text articles; check the online catalog UCLID and/or the eJournals page as well.)

Export: export data to other bibliographic software in different formats. Click on **Explanation of Export Formats** to see get more info.

RefWorks

Creating Bibliographies

RefWorks provides several options for citing references and creating bibliographies

Using Write-N-Cite

To use RefWork's Write-N-Cite, download a small utility program to your computer. It's easy to do and doesn't take much time.

Write-N-Cite is a utility that allows **Microsoft Word and Internet Explorer users** to run an abbreviated version of RefWorks in their word processor. A **Mac version** is also available.

Write-N-Cite is compatible with the following applications:

Write-N-Cite for **Windows** is compatible with the following applications:

- Microsoft Word 2000 and up
- Windows 98, ME, NT, 2000 and XP
- Internet Explorer 5.0 and up

Write-N-Cite for **Macintosh** is compatible with the following applications:

- Microsoft Word for Mac 98 and up
- Mac OS X version 10.3 or later

Downloading Write-N-Cite

"On-campus," VPN users and UC Remote Access (UCRA) users

- Open your RefWorks account
- Point to **Tools** from the RefWorks menu bar, and select **Write-N-Cite**
- From the **Download Write-N-Cite** screen, select either the Windows or the Mac version of this utility
- From the **File Download** box, select **Run**
- Click on **Run** again to invoke the **Setup Wizard**
- Follow the **Setup Wizard** instructions to complete the process

Off-campus — All persons using a non-U.C. Internet Service Provider (ISP)

- Follow the preceding steps for "On-campus" use
- Click on the **[Start]** button (Windows XP) and then select **Programs** and then point to **RefWorks**
- Select **WNC Proxy Configuration Utility**
- Enter the following proxy server URL:
<http://proxy.libraries.uc.edu/login?url=https://www.refworks.com/Refworks/?WNC=true>
- Click on **OK**

RefWorks

Once Write-N-Cite has been downloaded, open **Word** and begin a paper or open a paper

- **When ready to cite, position the cursor after the statement or quote that you wish to cite.**
- **Click the Write-N-Cite button**
 - log in to RefWorks
 - make sure window is marked Always on top
 - position window so you can see to type in Word
- **To cite, click on View Folder**
 - select the folder of references you wish to use
 - in the folder find the appropriate reference and click on Cite
 - continue to cite references throughout the paper
- **When done, save and name the Word document if not already named**
- **Minimize the Write-N-Cite window**
- **Create a Bibliography**
 - After saving Word document, create bibliography.
 - click Bibliography button
 - choose appropriate output format
 - click on "Create Bibliography"
- **To Change Bibliography Formats:** Go back to the original Word document (it doesn't say final) and go through the steps to create a bibliography again.
- **Saving and Closing Word Doc before creating Bibliography:** When ready to create the bib, reopen the Word doc, click on Write-N-Cite, log-in, choose the output format and create the bibliography.

One Line/Cite

This option is for situations where the Write-N-Cite software cannot be downloaded to the workstation you are using. This might be in a computer lab, a conference workstation, or internet café.

One Line/Cite is a particular view of the references that can be selected within the reference folder next to folder name.

- Open Word (it can be any word processing software) or a Word document
- Open RefWorks when you're ready to cite
- Select the folder you wish to use from the Folders menu
- Next to the name of the folder, select **One Line/Cite View** from the pull down menu next to "Switch to:" (1) (see next page)
- To cite a reference: Click on the Cite link next to the reference (2)

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References Search View Folders Bibliography Tools Help

bipolar Folder Switch to: One line/Cite View (1)

Use: Selected Page All in List

Add to My List Put in Folder... Remove from Folder Global Edit Delete Print

Go to Page: 1 2

(2) Cite View [Angst,Jules](#) 2006 Atypical depressive syndromes in varying definitions

Cite View [Baethge,Christopher](#) 2005 Long-term lithium treatment and thyroid antibodies: A controlled study

Cite View [Basco,Monica](#) 2004 A cognitive-behavioral approach to treatment of bipolar I disorder

Cite View [Ramirez](#)

- Clicking on the Cite link opens the Citation Viewer

RefWorks Citation Viewer

Citation Viewer

{{21 Baethge,Christopher 2005;}}

Select the citation. After you select the citation you must copy & paste it into your document.

Select Citation Clear Bibliography

In the Citation Viewer:

- click on Select Citation to **highlight** the citation
- **Copy** the cite from the Citation Viewer & paste it into the document in the appropriate spot
- **Important:** "clear" the citation from the viewer before selecting the next citation.
- When finished citing, go to File, Save As, name the document if necessary and close it.

To Generate the Bibliography from the Citation Viewer:

- Click on Bibliography button in the Citation Viewer
- Select an output style (APA, AMA, MLA, Chicago, etc) (1)
- Click in front of Format Paper and Bibliography (2)
- Browse to locate your paper (3)
- Then click Create Bibliography (4)

Bibliography [List of Output Styles](#) | [Request an Output Style](#)

Output Style: AMA - American Medical Association, 9th Edition (1)

Preview Styles

(2) **Format Paper and Bibliography** [How to Enter Citations into your Document](#)

Document to Format: Browse... (3)

Format a Bibliography from a List of References

File Type to Create: HTML

Include: All References (278) My List (0) References from Folder...

Create Bibliography (4)

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Quick Bibliography

Allows you to generate a bibliography (in the output format you choose) based on all the references in your database, or only references in a specific folder.

- Select an output style (see image on next page) (1)
- Click in front of **Format a Bibliography from a List of References** (2)
- Choose the File Type you wish to use from the pull down list (3)

The screenshot shows the RefWorks Bibliography interface. At the top, there are links for 'List of Output Styles' and 'Request an Output Style'. The 'Output Style' dropdown menu is set to 'AMA - American Medical Association, 9th Edition', with a red arrow pointing to it labeled '(1)'. Below this is a 'Preview Styles' button. The 'Format Paper and Bibliography' section has a 'Document to Format' field with a 'Browse...' button. The 'Format a Bibliography from a List of References' section is selected, indicated by a red arrow labeled '(2)'. In this section, the 'File Type to Create' dropdown menu is open, showing options: 'Text', 'HTML', 'RTF (Rich Text Format)', 'Word for Windows (2000 or later)', and 'Word for Mac (98 or later)'. A red arrow labeled '(3)' points to this menu, and the text 'File type choices' is written next to it. The 'Include' dropdown is set to 'All References (278)', with a red arrow labeled '(4)' pointing to it. The 'References from' dropdown is set to 'Folder...'. At the bottom, the 'Create Bibliography' button is circled in red, with a red arrow labeled '(5)' pointing to it.

- Include All References, selections from “My List” or References from a specific folder (4)
- Click on **Create Bibliography** (5)
- References are created in a new window
- Save the bibliography to your desktop or hard drive
- Notice it saves as a Word document
- You can copy and paste your completed bib into your paper from the file you saved.
- Download or email doc if you don't see bib in another window

Creating a New Output Format

There are two ways of creating new formats: modifying a current format and saving it under a new name or creating a completely new format. Modifying an existing format is easier to do, especially if there is a current format similar to the one you want to create.

- To create a new format from an existing one, click on the **Bibliography** button to go to the Bibliography page.
- On the Bibliography page, choose an **output style** to edit from the pull down menu

RefWorks

- Click on the **Edit** button at the end of the Output Style field to open the Output Format Editor

Output Style Editor Screen

- To edit the output style, rename it in the name field (1a)
Ex: AMA = AMA1 and click on the Save As button (1b)
- Choose a Reference Type from the pull down menu or keep it as Generic
Ex: Journal, Map, Motion Picture, etc. (2)

Top Section of Output Style Editor Screen

(1a) Name: Created: Friday, June 22, 2001 2:56:31 AM Modified: Thursday, June 01, 2006 12:27:53 PM

Comments: Link:

(2) Reference Type: Undefined types will use Generic format

- From **Citation Type** pull down menu, choose a citation option (3)
- Above Citation Type are choices that work in concert with the Citation Type pull down menu (4)
 - In-Text citations with a bibliography: select In-Text Citations Only
 - Footnotes at the bottom of each page: select Footnotes Only
 - For a combination of both, select In-Text Citations and Footnotes

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Bottom Section of Output Style Editor Screen

Reference Type: Generic [defined] Undefined types will use Generic format (8) Bibliography Settings

Fields for this type

Output Field Order

Bibliography Settings Use \n for carriage return, \t for tab or \f for page break

Sort References By: In Order They Are Cited

Reference List Title:

Numbered List Precede Number With

Follow Number With .

include empty fields in reference output

Indent Setting: None

Line Spacing: Double

For consecutive works by the same author(s)

list all author names as usual

Precede Each Reference With

Follow Each Reference With .

(6) Copy Fields from:

Book, Edited

Copy

Preview of Bibliography Output Update... (9)

1. Beutler EB, Stempien C, Schneider KE, et al. This would be the title: Primary. *J Irrep Results* [serial online]. [This would be the identifying phrase]2001;10:190-199. Available from: <http://www.refworks.com>. Accessed January 1, 2003.

- Other editing options include:
 - Copying fields from different output style types (book, journal, etc) (5)
 - Adding additional fields to the Output Field Order list (6)
 - Changing the order of the output using the up and down arrows (7)
 - Changing **Bibliography Settings** like adding or removing numbering, changing line spacing, adding indents, periods, spaces, etc. (8)
- After editing the format, click on the **Update** button next to Preview of Bibliography Output to see the results (9)

Backup/Restore:

- **Backup** will save a copy of your references (including RefID numbers and folders) and custom output formats as a .zip file. The .zip extension must remain in order to restore it to RefWorks at a later date.
- **Restore** will overwrite any references in your account. Create a new account and restore to it instead.

Request Filter/Format:

- Request a new filter or format from RefWorks and it will be added to the list. Turn around time may be a month or more depending on where they are in the list and the complexity of the filter or format.

Import References from EndNote

- Move references from Endnote V8 to RefWorks easily. For earlier versions, follow the instructions provided.

Export References to Other Reference Managers

- It's also easy to move references from RefWorks to another reference manager. Just click on References and Export and follow directions.