

Updated Winter 2011- Getting Started with

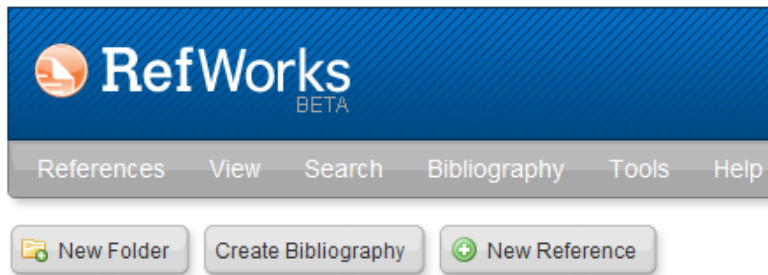
## REF WORKS @ EWU Libraries

RefWorks is a web-based bibliographic citation management tool to organize your research, create a bibliography, and include citations in your paper.

Logging in ..... On/Off Campus

1. Go to <http://research.ewu.edu/refworks>
2. Click on **RefWorks**  
Off-campus, you will need your iTech username and password
3. At the login-in page- click on “**Sign up for an Individual Account.**” You make your own **Log-in Name** and **Password.**

RefWorks Toolbar



Adding Sources to Your Account Under **References**

1. **Add New** - template to add the information manually
2. **Import** from pre-formatted text from databases
3. **Import** from EndNote

Export and Backup/Restore Under References

1. Export to other products - EndNote, ProCite, Bibliographic Manager
2. Export to other software - database, spreadsheet, web pages

Finding Your Citations Under **Search**

Search by author, periodical and more...

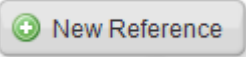
Import Citations from Database Searches

1. Each databases is different, but most use the term **EXPORT** to get the proper citation into RefWorks
2. EWU Libraries has a separate handout of major databases with details about importing
3. Under **EXPORT**, choose RefWorks; if not there, save as a **text file**
4. If saved a **text file**, then use **IMPORT** into RefWorks

Import Citations from EWU Libraries Catalog

1. Under **SEARCH**, choose **Online Catalog or Databases**, then choose **Eastern Washington University Libraries**
2. **Quick Search for:** keyword search
3. **Advanced Search for:** author, title, etc.

Manually Adding and Editing References

1. Click  at the top
2. Choose the style – standards and hundreds of specific journals' requirements style
3. Choose the **Ref Type**—the source i.e. journal, proceedings
4. Choose the **Source Type- Print** or **Electronic**
5. The page refreshes with the fields used by that citation style. You may not need to fill out every field.

The template/computer DOES NOT capitalize, spell-check, or proof what content you enter.

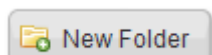
6. Editing existing references- Click  on the far right side

## Import Citation Information from Web Pages

1. Under **Tools**, click on **RefGrab-It**
2. Follow the directions for downloading it to your web browser
3. Remember -- few web pages contain complete information and most of these citations will need to be edited

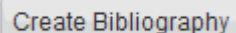
ALLOW POP-UPS on browser toolbar and any additional toolbars you have

## Making and Sharing Folders



1. Click **New Folder** button at the top
2. Organize your projects and papers with folders
3. If students share folders, you may post comments
4. **Share** options include viewing for comments, print, email

## Making a Bibliography



1. Click **Create Bibliography** button at the top
2. Select **Output Style** - it defaults to your last used style
3. **Format Bibliography** from a **List of References**
4. **File Type to Create** - usually **Word for Windows** but other text formats too
5. Click **Create Bibliography**

## Using Citations in Your Paper

1. Under **Tools**, download **Write-N-Cite**, a software plug-in

If you are off-campus, you will be asked for the Group Access Code sent to you in email confirmation of your account.

You can configure this on your off-campus computer by clicking on **START** then **PROGRAMS**, then **REFWORKS** then drop-down **WNC Proxy Configuration Utility**. A box appears- fill in this URL:

<http://ezproxy.library.ewu.edu:2048/login?url=https://www.refworks.com/Refworks/?WNC=true>

2. Open your MS Word document and save it
3. Type your text, have cursor where you want to insert an in-text citation
4. Click on **Write-N-Cite icon** under Add-Ins on toolbar, or icon on desktop



5. You will be asked to log-in to your RefWorks account, even if you have RefWorks open
6. Click on **Cite** in RefWorks' Write-N-Cite
7. The cited reference appears in your text with { { }
8. When finished, click on **Bibliography** to finalize document

## Further information

Library FAQ page about **How do I cite my sources?**  
**Help** within RefWorks

**Ask a Librarian** at <http://www.ewu.edu/library>

Call EWU Reference Desk at 359-2263

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