


ATTACHMENT FEATURE

Organize and store images, chemical structures, word/excel files, technical drawings etc.

Select an existing citation and click on **View >> Edit >> Browse**. Select file or image to upload and click on **"Add Attachment"**.

SHARE REFERENCES (REFSHARE)

Share a folder or database from the **Organize & Share Folders** tab. Click on the Share icon 

From the **Shared Folder Options** page you can set up permissions for your RefShare Recipients.

To access shared folders go to **View >> Shared Area**.

GENERATE A BIBLIOGRAPHY

To create a bibliography from a specific folder or the entire database select: **Bibliography >> Create**. Under **Output Style** select the appropriate style. Click **Format a Bibliography from a List of References**. Under **File Type** select the file format you wish to create. Under **Reference to Include** select **All References, My List** or **References from <folder name>**. Click **Create Bibliography**.

INSERTING CITATIONS AND CREATING A BIBLIOGRAPHY WITH WRITE-N-CITE

Write-N-Cite is a utility that allows users to run an abbreviated version of RefWorks in their word processor. Use this software to insert citations as you write.

DOWNLOAD THE SOFTWARE

Select: **Tools >> Write-N-Cite**. Click on the **install information** link for detailed instructions

USING WRITE-N-CITE

1. Click on the **Write-N-Cite** icon on your desktop. This will also open MS Word.
2. Sign in to RefWorks and begin writing your paper.
3. Open a folder of references for your paper.
4. Open your paper to begin writing a new paper.
5. In Word document place your cursor where the citation should go. Go back to Write-N-Cite and click on **Cite** beside appropriate reference. This citation will be formatted properly later.
6. Save your file.
7. When the paper is finished, click on **Bibliography** in the Write-N-Cite window.
8. Select your output style.
9. To edit your paper, return to paper.doc. Again click **Bibliography** to get the final version.

QUESTIONS? ASK US

- In Person: At the reference desk
- E-mail: engsci@queensu.ca
- Phone: (613) 533-6981 or 1-866-267-7407
- Chat MSN, AOL, Yahoo: engscireference

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RefWorks 2.0

Citation Management Software

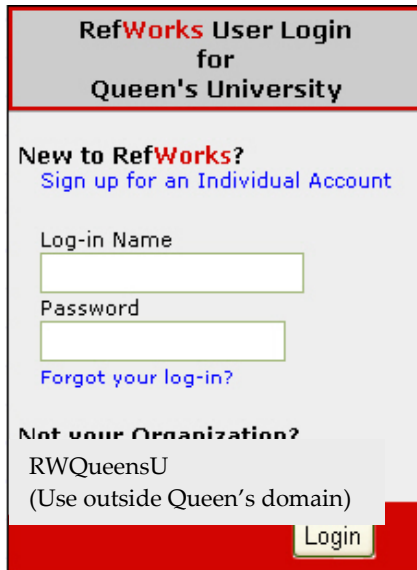
WHAT IS REFWORKS ?

RefWorks is a web-based citation management program that is freely available to all Queen's students, faculty, and staff. It enables you to:

- Record citations and full-text papers.
- Organize these lists in specific folders.
- Build a database of references by typing in citations or by importing them from indexes or other citation managers.
- Add in-text references while writing a paper in MS Word.
- Create your own bibliographies using different style guides such as APA, MLA, Chicago. Over 200 output styles available.

SIGN UP FOR AN ACCOUNT

From the library homepage go to **My Account > Refworks > Login to RefWorks > Sign up for an Individual Account.** Sign in to RefWorks.



BUILD A DATABASE

1. Add references manually

Select: **References >> Add New.**

Enter information in the boxes provided and click **Save Reference** when finished.

2. Import from a catalogue (e.g. QCAT)

Select: **Search >> Online Catalogue or Database.**

Select catalogue or database. Queen's University is the default. Perform search, mark records, import selected book citations.

3. Import from Google Scholar

Go to Google Scholar and click on **Scholar Preferences**. Scroll down to Bibliography Manager. Click in the radio button next to **Show links to import into** and select **Refworks**. Click on **Save Preferences**

4. Export citations directly from indexes

Most databases have **Export to RefWorks** links. This allows marked records to be directly exported to RefWorks. To see your exported citations click on: **View >>View Folder >> Last Imported**

5. Import text files

Citations from some databases must be saved as text files and imported into **RefWorks**. Save the text file to the desktop and then select: **References >> Import** and choose the appropriate **Import filter** to upload.

To see a list of databases that have a RefWorks filter select: **References >> Import >> List of Filters & Databases**

To import from Endnote select: **References >> Import >> From EndNote Database**

BUILD A DATABASE cont'd ...

6. RefGrab-It

RefGrab-It allows you to capture citation information from web pages and import the data into your RefWorks account.

Open your RefWorks account. Click on **Tools >> RefGrab-It**. Follow instructions for installing RefGrab-It to your browser.

If an ISBN number, PubMed ID or DOI exist on the web page, RefGrab-It will automatically search various web resources to get supplemental information that may be of interest to you. RefWorks may also locate RSS feeds related to that web page.

7. Import from RSS feeds

Locate the RSS Feed you wish to include. Right click on the RSS Feed icon or link and select **Copy Shortcut**.

From within RefWorks, select **Search >> RSS Feed**. Paste the shortcut into the text bar and click the **Add RSS Feed** button.

Launch the RSS Feed by clicking on the name link. Your feed results will be displayed in a separate window for selection and importing.

CREATE FOLDERS

Make folders to organize your citations by clicking on **New Folder**. To move a citation into a folder, mark the records you wish to move then click on the folder icon under **Organize and Share Folders**.

EDIT RECORDS

Select citation to edit. Click on the **View icon >> Edit**.

