



# *RefWorks Fundamentals*

## *Grad-Tutorial 3*



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# Learning Objectives:

- Overview of RefWorks
- Create a RefWorks account
- Export references from Databases
- Organize and Manage references
- Share references
- Create a bibliography
- Write – N – Cite plugin



# Overview of Refworks

- **Users can access RefWorks any time**, from any web-connected computer running any operating platform
- **Upgrades are transparent and automatic** - so your system is maintenance-free and always up to date
- **Librarians support RefWorks** via tutorials, in person reference consultations as well as via email and phone
- **Free training & technical support** - RefWorks provides complimentary training tutorials and webinars for users



# Overview of RefWorks (Cont.)

- **Built-in style guides** - RefWorks is the only bibliographic management system to incorporate an online style guide within the program (most citation styles are available)
- **Compatibility with Databases** - Users can export references from most proprietary and freely available databases
- **Usability** – Easy to export and manage citations
- **Robust functionality** - Many advanced features--all standard (Write – N – Cite & RefGrab-it) – Plugins

# To Create a RefWorks account:

## Go to:

- <http://refworks.scholarsportal.info/refworks2/?groupcode=RWUNewBruns>
- Use your UNB email and credentials to create a free RefWorks account
- Must be a UNB email with a (@unb.ca) to authenticate the free account

# Export References from Databases

- You can export references from various library databases as well as, Google Scholar & Websites
- Select various file format types
  - Record output could be in RIS, EndNote, ProCite, Reference Manager, BibTex, RefWorks direct or Plain Text format
- Download:
  - citations only
  - citations with abstract
  - Or detail record from databases

# Organize and Manage References

- Create folders with labels
- Organize references into folders
- Other functionalities include:
  - Delete references
  - Remove references from folders
  - Add descriptors
  - Make notes and search within references



# Organize and Manage References (Cont.)

- You can also have a single reference in multiple folders
- You can also have sub-folders of references
- There are a number of places where you can change the folder in which a reference is contained
- When you edit a reference in one folder, the edits will take affect in all folders
- Capable of removing duplicate records





# Create a Bibliography

- You can create a bibliography from a list of references, without creating a document
- A reference list may contain your entire database, the references in your **My List** area or you can select a specific folder from which to create the bibliography
- You can generate a reference list in your desired style, using all the references in a particular folder or sub-holder
- You can use this to preview your finished list of references, or simply generate a list to copy and paste into your document

# Write – N – Cite Plugin

- Write-N-Cite Plugin is compatible with Microsoft Word versions for MAC and Windows
- Cite your work as you write your document
- Formats automatically as you work
- Update styles on demand—all without any manual formatting
- Automatically -manage footnote and formatting styles
- Work online/offline (References must be Synced)



# RefGrab-it

- Capture bibliographic information from web pages and import that data into your RefWorks account
- If an ISBN number, PubMed ID or DOI exist on the web page, RefGrab-It will automatically search various supplemental information from the web

# Questions

**Any questions before we start  
the demos?**

# Demos

- Set up a RefWorks account
- Import references from various databases, the library catalogue, and web sites
- Create references manually
- Share folders with RefShare
- Create and format a bibliography