Getting Started with RefWorks

For additional tutorials, YouTube “RefWorks.”
What can RefWorks do for me?

With RefWorks, you can:

• Create your own database of the items you find in print or online.
• Transfer citations from Library databases to RefWorks as you find them.
• Organize them into folders by class or assignment.
• Generate a bibliography in the format style you select.
• Write-n-Cite with Google Docs or Microsoft Word.
Setting up an Account

RefWorks is accessible in two ways:

1. Under “Writing and Citing” on the Library Home Page
2. Under “Popular Links” on the Library Home Page
Sign up for an account using your LC credentials

Department and Student Status are requested for statistical purposes

**For additional tutorials, YouTube “RefWorks.”**
Using Folders and Exporting in RefWorks

To create a folder:
1. Select + Add a folder on the left navigation panel of the RefWorks Home Page.
2. Select + Add a folder .
3. Name the folder and press Save .

To manually add a reference:
1. Select + on the RefWorks toolbar at the top of the Home Page.
2. Select .
3. Add bibliographical information and choose Save .
Export Items from Library Search Results

1. Execute a search in a library database, like LC OneSearch.
2. Identify the resource that you wish to add to RefWorks.
3. From the Search Results: Click 📁 .
   OR
   From the Article Details: Click 📁 Add to folder .
Export Items: Continued

1. From the Search Results:
   Click Go to: Folder View.
   or
   From Anywhere:
   Click .

2. Select from the bottom right.

3. Ensure is selected.

4. Hit .
Export Items: Continued

Make sure you export to ProQuest RefWorks.
Exported Items: Continued

Once items are exported from the Library Databases into RefWorks, you will get a similar message:

Import complete
• We’ve saved 1 document in your library.

When you hit ok, you are then able to drag and drop references into a specific folder.

To view the complete bibliographic information for the reference, double click.
Opening Articles in RefWorks

1. Double Click on the Article.
2. Scroll down to the URL
   ezproxy.lynchburg.edu .
3. Click the Proxy Link to open the article in the Library Database.

** Hint: If you are trying to open an article from RefWorks from off-campus, you must authenticate yourself using your LC Credentials.
Create a Bibliography in RefWorks

1. Open the folder with the citations you are using.
2. Click  ” .
3. Choose  Create bibliography  .
4. Select your citation style and copy the bibliography to your clipboard.
5. Paste into your paper.

** Hint: Citation generators can make mistakes. Please double-check your citations before turning in your assignment.
Write-n-Cite: Google Docs

1. Open Google Docs.
2. Select Add-ons then Get add-ons...
3. Search for ProQuest RefWorks and install.
4. Go back to Add-ons. RefWorks is now an option.
5. Select Manage Citations and sign in to RefWorks.
6. Now you can see all of your references.
To select a specific folder:
1. Select All references.
2. Choose the folder you want to work from.

To select your citation style:
1. Select the options wheel.
2. Choose “Change Citation Style.”
3. Type in the exact citation style that you need.
Write-n-Cite: Google Docs, Continued

As you are writing your paper in Google Docs, you can use the RefWorks plug-in to create your in-text citations and your bibliography.

Once you have text that needs cited, hover over the citation you need to insert. You have the option to edit and cite, but you can also do a direct insertion.
Write-n-Cite: Microsoft Word

1. Use the Tools function in RefWorks to download and install the Write-n-Cite plug-in for Microsoft Word.

** Hint: Make sure Microsoft Word is closed during installation.
Write-n-Cite: Microsoft Word, Continued

1. Open a Microsoft Word document.
2. Find and Select the RefWorks tab.
3. Log in to RefWorks.
4. From this tab, you can change your citation style, edit your citations, add in-text citations, and create a bibliography.