



K-STATE LIBRARIES

## RefWorks Basics

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RefWorks Help Center: <http://www.lib.k-state.edu/depts/libinst/refworks.html>

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Always access RefWorks through K-State Libraries' home page: [www.lib.k-state.edu/](http://www.lib.k-state.edu/)

- If you are off campus and access RefWorks through K-State Libraries' home page, you will be asked for your K-State eID and password
- If you are off-campus and access RefWorks by going to: [www.refworks.com](http://www.refworks.com), you will be asked for your Group Code (see below)
  
- Create an account
  - RefWorks will email you the user name/password/Group Code
  - If you forget any of the above, click on "Forgot your log-in" link below the login boxes. RefWorks will immediately email you your login information
  - Create multiple accounts--this is particularly useful if you are working with colleagues at K-State, everyone can share an account if they all have the user name and password
  
- Get Help
  - Once you sign into RefWorks, tutorials and other help screens are available under the **Help** tab
  - "**Contact Us**"--RefWorks is very responsive; if you have difficulties with your account, you can send them an email using the **Contact Us** link or emailing: [support@refworks.com](mailto:support@refworks.com). I typically hear back within a few hours during the business week
  
- Add References--from within RefWorks
  - **Add New Reference**--lets you manually add a reference by typing or copying and pasting information
    - Garbage in, garbage out
    - Be sure to tell RefWorks what kind of citation you are adding (default is journal article)
  - **Import**--lets you import citations from other databases as text files
  
- References--exporting references to your account from a database
  - Process will vary slightly depending upon the database you are using. See: [Instructions for exporting citations out of databases and importing into RefWorks](#) at the Help Center
  - Generically, when you are searching in a database
    - Mark the records you plan to export
    - Look for a "View Marked Records" (or similar language) link
    - Look for a link to Save or Export records
      - Save will let you save the citations as text file that you will then have to import into RefWorks
      - Export will usually let you send citations directly to RefWorks by clicking on an "Export to RefWorks" link
  
- Search
  - Use the **Search** feature to locate citations within your RefWorks account
    - search by author
    - search by descriptor

- search by periodical
  - Use Advanced Search to search specific fields or folders
  - Can search K-State Libraries' catalog or PubMed from within RefWorks by selecting **Online Catalog or Database** under the **Search** tab.
- Folders--create folders to organize references
    - a citation can be associated with multiple folders
    - a citation can be removed from a folder without the citation being deleted from your RefWorks account
    - a folder can be renamed or deleted without deleting the citations associated with it from your RefWorks account
  - Bibliography
    - Formats your citations (all of them, or a folder of citations) in a style of your choosing
    - Not perfect, always double check against style guide
      - Pages and proper nouns seem to be the biggest problems
  - Write-N-Cite
    - Under **Tools**, downloads to your computer and adds icon to Word
    - Must be connected to Internet to use Write-n-Cite
    - Use when writing, will insert "placeholders" in paper for citations
    - When finished writing, run bibliography feature to format paper/citations in a style of your choosing
    - If using Write-N-Cite for Macs
      - Produces a "Final" version of your paper
      - Always, always, always keep draft/placeholder version of paper. Write-n-cite cannot format a paper with citations already formatted

## Intermediate

### GetIt

- The GetIt link appears for every citation in RefWorks
- Clicking GetIt will open a new window and automatically start a search for the citation in K-State Libraries' databases and catalog. If not found, you can request item through ILL

### Attachments

- Attach a file to a citation
- Find your citation, click on **Edit**
- Go to attachment, **browse** (find the file on your computer) and attach
- There is 5GB of attachment space per account; there is a 20MB limit per attachment
- Great way to keep track of items received through ILL

### RefShare

- Share your reference (all or specific folders) with students, professors and colleagues
- **Tools/Share References**
- Select the folder you want to share
- Select your desired settings
- Email URL or embed it in page (such as K-State Online)
- Excellent way to create reading lists



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