

## Set up Your Individual RefWorks Account

1. Go to <http://www.udel.edu/library/db> and click on RefWorks to set up an account.

(If you are off campus, you will need to authenticate with your UDeNet ID and password.)

2. At the RefWorks login page, click on **Sign Up For an Individual Account**.

NOTE: Select your own username and password.

3. Next, click on **Register**, and your account will be set up. You will receive a confirmation email that will give you the GROUP CODE. Save this email since you may occasionally need the group code to access RefWorks from off-campus.

## Enter Citations into RefWorks: Four Methods

### 1. Direct Exports

Many databases allow you to directly export citations to RefWorks. For details, see <http://www2.lib.udel.edu/database/docs/refworks.html>.

### 2. Export, Save, then Import to RefWorks

While some databases do not offer Direct Export, you can save data to your desktop then import it into RefWorks. Select *Import* in the RefWorks References menu.

### 3. Entering References Manually

To create new references, type or cut and paste data into the citation. Select *Add New Reference* in the RefWorks References menu.

### 4. Using RefWorks to Search Online Catalogs or Databases

Search DELCAT or PubMed from within RefWorks and directly import references. Go to the Search menu in RefWorks and select *Online Catalog or Database*.

## Organize Your Citations Using Folders

When you import citations from databases, RefWorks puts them into a folder called **Last Imported Folder**. These may be moved to other folders that you create.

To create new folders, go to the Folders menu at the top of your RefWorks screen and select **Create New Folder**. A reference may be placed in several folders.

## Create Quick Bibliographies

- From the RefWorks Bibliography menu, choose **Output Style**; then select the appropriate style (e.g., APA, MLA, Chicago, Turabian).
- Select **Format a Bibliography from a List of References**.
  - Select the file format you wish to create (e.g., HTML, Microsoft Word).
  - Indicate references to include by selecting **All References** or **References from a specific folder**.
- Select **Create Bibliography**.
- View your file; then save it.

## Use RefWorks to:

- Create a personal database of references
- Import references from Library databases
- Insert references into your manuscript or paper
- Quickly generate a bibliography

## Learn to Use RefWorks:

### Online Tutorial

To learn how to use RefWorks, try this short tutorial <http://www.refworks.com/tutorial>

or

### Sign up for a library workshop

<http://www2.lib.udel.edu/usered/workshops/current.htm>

## Need Help?

See *RefWorks at the University of Delaware* at:

<http://www2.lib.udel.edu/database/docs/refworks.html> or

Ask a Librarian at:

<http://www2.lib.udel.edu/ref/askalib>

