



Basic Tasks in RefWorks

1. Set up an account

- 1.1. Choose the **RefWorks** link under the **Writing** button on the Library homepage at www.augsburg.edu/library
- 1.2. Click on **Sign up for a new RefWorks account**.
- 1.3. If you are off campus, you will need the "Group Code," which is available from the Reference Librarians at 612-330-1604.
- 1.4. Fill out the form and click on **Register**

2. Import Journal References

- 2.1. Perform your search in the database of your choice
- 2.2. Click the **Find It!** button (or **External Link Resolver** in Cinahl)
- 2.3. Click on **Export to RefWorks** near the bottom of the popup box
- 2.4. Log in
- 2.5. Check your reference in the Last Imported folder to make sure that it imported correctly

3. Import references from CLICnet

- 3.1. From within RefWorks, choose **Search Online Database** from the "Search Tools" box on the left.
- 3.2. Choose **CLICnet** from the dropdown menu of "Online Database to Search," it should be near the top of the list.
- 3.3. Search by author and title in the boxes below, or use the **Quicksearch** to do a keyword search.
- 3.4. Your results will open in a new window. This is slower than searching CLICnet directly, so be patient.
- 3.5. Once your results are presented to you, you can click to place a check mark next to the books that you want to import, then click on the **Import** button at the top or bottom left of the screen.
- 3.6. Records will automatically be in the "Last Imported" folder for you to double-check.

4. Enter a reference manually

- 4.1. Within RefWorks, **Choose Add New Reference** from the "References" menu
- 4.2. Make sure that you choose the correct **Ref Type** from the pull-down
- 4.3. Fill all fields that you know
- 4.4. Click **Save Reference** at the top of the screen

5. Organize your references in folders

- 5.1. Within RefWorks, choose **Organize Folders** near the top of the window.
- 5.2. Click on **Create New Folder**.
- 5.3. Name your folder (usually with the name of the class or project) and click **OK**.
- 5.4. Click **Back to Reference List** near the top right of the window.
- 5.5. Choose the references that you want to file by clicking in the box next to the **Ref ID**.
- 5.6. From the **Put In Folder** pull-down menu near the top left of the window, choose your folder.
- 5.7. Click **OK** to confirm.

6. Create a bibliography

- 6.1. From within RefWorks, choose **Bibliography** near the top of the window.
- 6.2. Choose an **Output Format**. The most commonly used ones are at the top of the list.
- 6.3. Check **Base Bibliography on Reference List** (this will create your bibliography based on the listed citations).
- 6.4. Choose **Word for Windows** or **Word for Mac** (depending on which you have) in the “File type to Create” menu.
- 6.5. 8.5 Chose the folder to create your bibliography from in the “Reference From” pull-down menu.
- 6.6. Click **Create Bibliography**.
- 6.7. Make sure that you proof-read your bibliography.