

## Basic Tasks in RefWorks

### 1. Set up an account

1. Choose the **RefWorks** link under the **Writing Button** on the Library homepage at [www.augsburg.edu/library](http://www.augsburg.edu/library)
2. Click on **Sign up for a new RefWorks account**.
3. If you are off campus, you will need the "Group Code," which is available from the Reference Librarians at 612-330-1604.
4. Fill out the form and click on **Register**

### 2. Import Journal References

1. Perform your search in the database of your choice
2. Click the **Find It!** button
3. Click on **Export citation to RefWorks** near the bottom of the popup box
4. Check your reference in the Last Imported folder to make sure that it imported correctly

### 3. Import references from CLICnet

1. Perform your search in CLICnet
2. Choose **Export to RefWorks** near the title
3. Check your reference in the Last Imported folder to make sure that it imported correctly.

### 4. Enter a reference manually

1. Within RefWorks, **Choose Add New Reference** from the "References" menu
2. Make sure that you choose the correct **Ref Type** from the pull-down
3. Fill all fields that you know
4. Click **Save & Add New** at the top of the screen

## 5. Organize your references in folders

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

## 6. Create a bibliography

1. From within RefWorks, choose **Bibliography** near the top of the window.
2. Choose an **Output Format**. The most commonly used ones are at the top of the list.
3. Choose **Word for Windows** or **Word for Mac** (depending on which you have) in the “File type to Create” menu.
4. Check **References from Folder** and choose the folder from the “Reference From” pull-down menu (this will create your bibliography based the citations in the folder).
5. Click **Create Bibliography**.
6. Make sure that you proof-read your bibliography.

## For further exploration:

- Check out the tutorials under the “Help” menu
- RefGrab-It can help import web sites.
- Write-n-Cite can help you with the citations within your paper