

## RefWorks Basics Workshop

November 13, 2009 – Bothell Campus Library – Julie Planchon Wolf

### **Introduction**

- Web-based personal citation database and bibliography creator that allows you to
  - store, manage, and share your citations
  - automatically format your bibliographies into whatever style you need using Word (ex. APA, Vancouver style)
- free to current UW affiliates
- works directly with many databases to move citations easily into your account
- works with desktop citation software such as EndNote, Reference Manager

Summary: In this session, we will look at RefWorks, then move CINAHL and PubMed citations into it. We will also create a bibliography in APA format.

### Notes:

- This resource is *UW Restricted*. This means that before using RefWorks, you must either be on campus, or if off-campus, go to the RefWorks page located online at <http://www.lib.washington.edu/ougl/refworks/>, logon by clicking on the off-campus access button in the upper right-hand corner of the page and type in your UWNetID and password, then click on the RefWorks login link.
- Pop-ups must be enabled to utilize the various features of this database

You may follow along at your computer or sit back and watch. There are refresher video tutorials on the RefWorks log-in page to refer back to later.


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## **RefWorks**

### **1. Getting to RefWorks.**

1. Go to UW Libraries RefWorks page, located online at <http://www.lib.washington.edu/ougl/refworks/>.
2. Point out the Quickstart Guide and guides links on the Login page.
3. Scroll down to look for and click on the **RefWorks login** link. Click on the link and enter in your UWNetID and Password.
4. Set-up your new accounts.
5. In RefWorks, click on **Folders** and **Create New Folder**.
6. Type in a name for the folder (such as *Test* or *BNURS 501*). Click OK.
7. **LOG OUT** of RefWorks by clicking on the link in the upper right-hand corner.

## **2. Execute a CINAHL search and save desired citations for moving into RefWorks.**

1. Open another browser and go to **CINAHL** linked online at <http://libguides.uwb.edu/nursing>, and click on the Find Articles tab. If off-campus, logon by clicking on the off-campus access button in the upper right-hand corner of the page, then click on the CINAHL link.
2. Do a sample search (try a theory such as Watson's Theory of Caring).
3. Click on a few **Add to folder** links below two or three citations in your search results list.
4. Look for and click on the **Folder** link on the blue bar at the top of the page.
5. Either click in the box to the left of the **Select** option to select all, or click in the boxes to the left of the citations.
6. Click on the **EXPORT button**  (looks like a page with a green arrow).
7. Select the **Direct Export to RefWorks** option at the bottom of the list.
8. Click on the **Save** button. Pop-up windows must be allowed for RefWorks to open.
9. Refworks will launch in a new tab (or window?)
10. If you are already logged into RefWorks, it will automatically open. If you are not logged into RefWorks you will need to take the following steps:
  - a. Click on the **Login through your institution (Shibboleth users)** link below the log-in name and password boxes.
  - b. Click on (**Select your institution**) and select the **University of Washington Libraries**. Click on the **Login** button.
  - c. Login with your UWNetID and password.
11. Click on the "View Last Imported Folder" button, if it comes up. Select "*All in List*" and "*Put in folder...*" and select the *test* or *BNURS 501* folder. Click OK when prompted. Click OK after successful move of citations.
12. While still in Last Imported Folder, show how to remove these items from folder INSTEAD of deleting them. Select *All in List* then click *Remove from Folder* (NOT Delete).
13. View the *test* or *BNURS 501* folder.
14. Tour RefWorks in more depth. Show toolbar functions and change the views. "Switch to" the "Standard View" to see the "Check for UW Holdings" button.

## **3. Execute a PubMed search and save desired citations for moving into RefWorks.**

1. Open another browser window and go to the **PubMed** database at <http://libguides.uwb.edu/nursing>, and click on the Find Articles tab. If off-campus, logon by clicking on the off-campus access button in the upper right-hand corner of the page, then click on the PubMed link.
2. Do a sample search (try a theory again such as Watson's theory of caring).
3. **Click** in a few boxes to the left of the citations. Click the **Send to** link and select **Clipboard**, then click on the **Add to Clipboard** button.
4. Click on the Clipboard: **x items** link (located to the right of the Send to link.)
5. Click on the **Display Settings** link, and change the Format Display from Summary to **MEDLINE**, then click on the **Apply** button.

6. **Select All** and **Copy**. (To Select All: Click on the word “Edit” located on the browser tool bar and then click on “Select All.” To copy, click Edit and then Copy.)

Move citations into your RefWorks account.

1. Go back to the RefWorks tab or window.
2. Click on **References** and select **Import**.
3. For Import Filter/Data Source option, select **NLM PubMed** (to indicate which database and provider the citations came from).
4. Database option should read **PubMed**.
5. Select folder to move citations into (optional).
6. Select last option, **Import Data from the following Text**, by clicking in the box.
7. **Paste** the PubMed citations that were copied earlier into the Import Data from the following Text box.
8. Click **Import**.
9. Either click on the “View Last Imported Folder” button or Select View>Folder>Last Imported.
10. Click on a **View** link by a citation to show individual records. Click on the Edit button to see fields available for editing.
  - Show in the Edit area that you can attach items such as a PDF version of the article (Go to Edit, locate Attachments area and click on the Browse button, locate the article on your computer and open/attach it.)
  - You can also type notes in the “User 1” box and then click on the Save Reference button.  
Show how to View a note that you saved.

#### **4. Locating Citations found in RefWorks**

Click on the purple Check for UW Holdings button in RefWorks to see if the article or book is available online. If the button is not working, go directly to the UW Libraries Catalog and search for the journal or book title. More information on how to do this is located online at [http://library.uwb.edu/guides/subjects/nursing/nursing\\_fulltext.html](http://library.uwb.edu/guides/subjects/nursing/nursing_fulltext.html)

#### **5. Creating a bibliography in RefWorks**

1. Click on the **Bibliography** link
2. In the first box, keep or select **APA 6<sup>th</sup>** for the Output Style.
3. Select the **Format a Bibliography from a List of References** option.
4. Pick a **File Type to Create** by clicking on the HTML box and select a format that would work for you (such as Word or RTF).
5. At the **References to Include** line select all of your references, My List or choose from a folder.
6. Click on the **Create a Bibliography** button.
7. Check the list and make sure it is accurate, and proper nouns are capitalized in the article titles. APA Style guides located online at <http://libguides.uwb.edu/citation>, and click on the APA Style tab.

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## (Optional) Want to know more about what RefWorks can do?

- **WriteNCite** feature works by creating a manuscript in Word or One Line/Cite View and using RefWorks to automatically build the in text citations and reference list. You must download this application to the computer you will be typing papers on. The computers in the Information Commons on the first floor of the library do have this loaded on them. Guide located online at <http://www.lib.washington.edu/ougl/refworks/wnc.html>
  - **RefGrab-It** feature works with your browser to capture bibliographic information from web pages and the UW Libraries Catalog giving you the option to import that data into your RefWorks account.
    - Directions are online in RefWorks, click on Tools and then select RefGrab-It
    - Download to your browser toolbar to click on when needed
  - More **tutorials and guides** are located online at <http://www.lib.washington.edu/ougl/refworks/>
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## Questions?

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Or contact the Bothell Campus Library at (425) 352-5340. More contact options are available online at <http://library.uwb.edu/askus.html>

### More RefWorks Contact Information:

- To contact the UW RefWorks support team with questions about accessing RefWorks at the UW, email [refworks@u.washington.edu](mailto:refworks@u.washington.edu)
- To contact the RefWorks company with questions or comments about the RefWorks product, please email [support@refworks.com](mailto:support@refworks.com)