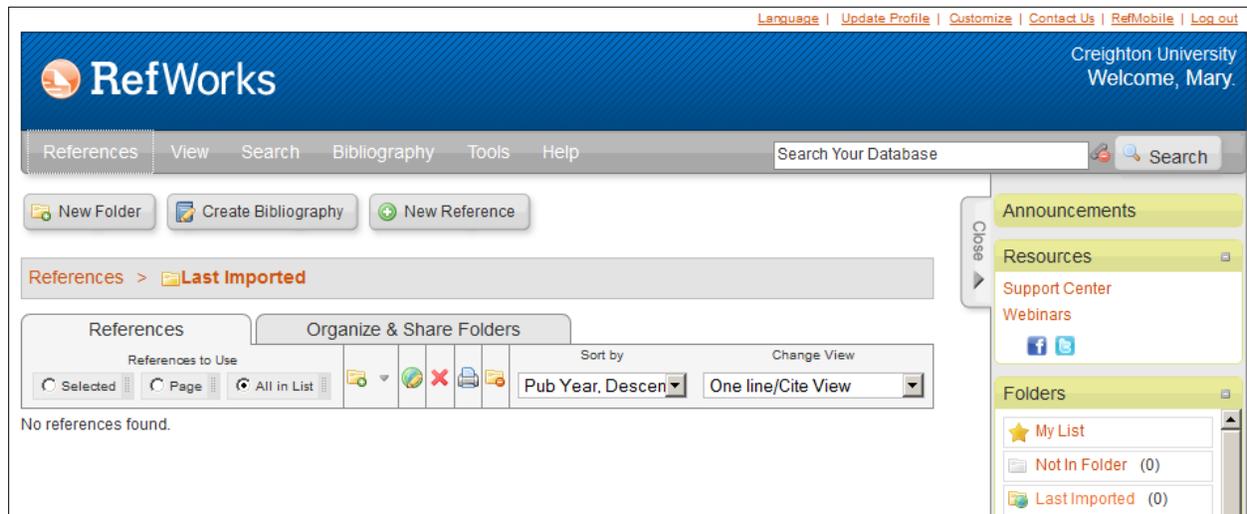


## RefWorks Quick Start Guide

**RefWorks** is a web-based bibliographic manager available to Creighton students and faculty, courtesy of the CU Libraries. You can create a free RefWorks account to collect, share, and format references in your preferred bibliographic style.



### Getting Started

Point to <http://cuhs1.creighton.edu/login?url=http://www.refworks.com/refworks>. From off campus, log in with your CU credentials. Click on [Sign Up for a New Account](#) and follow the steps as prompted. ■

### Creating Your RefWorks Database

In most cases you will start from a library database such as EBSCOhost, JSTOR, or ProQuest and *export* selected references into RefWorks.

Step-by-step directions for exporting references from various library databases are available on a separate handout.

To capture references from the CU Libraries catalog, we recommend using  **Summon** to select and

export records. You can first limit your Summon search to  **Items in the library catalog**. ■

### Managing Folders

RefWorks lets you organize content into folders. The **Last Imported** folder is where new references are received. To move them into a new folder:

1.  Check each record or mark  **All in List**.
2. Mouse over the  folder icon and select **New Folder**.
3. Name your new folder and click **Create**.  
References are duplicated in both folders.

As new references are imported, the older ones are pushed out into **Not in Folder**. You can empty the **Last Imported** folder as you go:

1. Right-click on  **Last Imported** (at right).
2. Select the **Clear Folder** option. ■

Continued ...

The screenshot shows the RefWorks interface with a blue header. The top navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search box is on the right. Below the navigation bar are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The main content area shows a folder named 'Alumni\_giving' containing two references. Each reference entry includes a checkbox, Ref ID, title, source, and folders. A '360 Link' icon is visible below each reference.

## Finding Full Text

Click on the  **360 Link** icon to find the article in full text, if the CU Libraries carry a subscription.

Note that you can also change the display from **Standard View** to **Full View**. Look for a DOI number (digital object identifier) and copy-paste it into the  **DOI resolver** at <http://dx.doi.org/>. ■

## Creating a Bibliography

1. Open the folder of records you wish to format.
2. Click on the **Create Bibliography** button.
3. **Select an Output Style** (i.e. APA, MLA, etc.)
4. **Select a File Type** (Word for Mac or Windows).
5. Click on **Create Bibliography**.
6. Open the file in MS-Word as prompted. ■

## Managing Output Styles

RefWorks supports numerous bibliographic formats. If you don't see the output style you want:

1. From the Create Bibliography window, click on  **Manage Output Styles**.
2. Choose from the **List of Output Styles**.
3. Click on the  green arrow to add to **Favorites**.
4. Your chosen output style will now appear in the pull-down menu under **Create Bibliography**. ■

## Write-N-Cite

**RefWorks Write-N-Cite** is an optional plug-in that allows you to format a paper with either in-text citations or footnotes. For more information, go to <http://www.creighton.edu/health/library/refworks/>.

Need help? Contact the Research Center:  
402-280-2227 / [askus@creighton.edu](mailto:askus@creighton.edu)

Tutorials:

<http://www.refworks-cos.com/refworks/tutorials/basic.shtml>